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Berthoud, CO 80513
Email Preferred: careers@northernwater.org

Posted: 07/23/2024
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Accounting Supervisor

Division/Department: Finance and Administration/Financial Services
Reports to: Financial Services Department Manager
Location: Berthoud, CO
Type of Position: Full-time
Status: Exempt
Salary Range: \$101,322 - \$117,026

GENERAL STATEMENT

This position is responsible for supervision and leadership of the accounting functions of the Department, as well as performing advanced and specialized accounting assignments usually involving complex data.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and assisting in professional development of employees.
- Oversees all accounts payable, accounts receivable, fixed assets, investments, interest, inventory, property taxes, and other general ledger areas.
- Prepares and/or reviews various allocation analysis and/or general ledger entries.
- Prepares and/or reviews internal and external financial schedules and statements including footnotes as needed.
- Supports implementation of GASB and FASB pronouncements and maintains accounting library.
- In conjunction with the Financial Services Department Manager and Audit & Financial Reporting Officer, supports the annual financial and single audits.
- In conjunction with the Financial Services Department Manager, develops and maintains internal controls for effective controls over financial operations.
- Reviews and monitors revenues and expenditures to ensure proper revenue recognition and expense recording.
- Oversees month-end and year-end close processes.
- Prepares and/or reviews all inter-company / inter-fund balances monthly.
- Prepares and/or reviews year-end analysis, calculations, reconciliations, schedules, in preparation for the annual financial and single audits as needed.
- Review contracts, purchase orders and invoices to ensure proper accounting treatment.
- Seeks continuous improvement of the ERP system in the areas of financial operations.
- Backs up Department Manager and Senior Accountant as needed.

OTHER DUTIES AND RESPONSIBILITIES

- Train, coach, give direction to, and review the work product of other accountants.
- Provide ad hoc requests and financial information to staff and external constituents as requested.
- May prepare journal entries as needed.
- Answers questions from employees and the public relating to financial information.
- Recommends new accounting procedures and clarifies existing procedures.
- Other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education

- Bachelor's degree in Accounting or Finance, required.
- Master's degree in Business, Finance, or Accounting preferred.

Experience

- 7-10 years of diverse work experience in accounting, auditing, and finance.
- Governmental fund accounting experience preferred.
- 3-5 years of supervisory experience required.

LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS

- CPFO, CGFM, CGMA, or CPA preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Thorough knowledge of governmental accounting principles and practices, banking and the analysis and reporting of financial data.
- Working knowledge of ERP systems, technical spreadsheets, and word processing documents.

Skills

- Exceptional mathematical skills.
- Strong time management.
- Strong prioritization management.
- Exhibits critical thinking for problem-solving and decision-making.
- Excellent analytical skills.
- Ensures and maintains accuracy.

Abilities

- Communicates effectively in writing as appropriate for the needs of the audience.
- Effectively and accurately documents financial procedures in a written form.
- Flexible and open to work on a variety of assignments.
- Strong ability to perform highly detailed work.
- Strong ability to work effectively with other employees and the public.

PHYSICAL REQUIREMENTS

- Occasional physical activity is required, including walking, bending, stooping, or climbing stairs.
- Requires prolonged sitting and sustained operation of keyboard devices.
- Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

OTHER REQUIREMENTS

- Maintains a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, genetics, veteran status or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.