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Northern Water
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Berthoud, CO 80513 careers@northernwater.org Preferred

Posted: November 30, 2018
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Job Specifications

Staff Accountant

Date: November 2018

Division/Department: Financial Services Department

Reports To: Financial Services Department Manager

Type of Position: Full-time Part-time

Hours: 40/week

Status: Exempt Nonexempt

General Statement

Under direction supervision of the Financial Services Department Manager, this position assists and backs up the functions of the staff accountants relative to processing bi-weekly payroll, accounts payable, and other accounting functions.

Duties and Responsibilities

Payroll

- Pay employees by the production and issuance of checks and/or electronic transfers to bank accounts.
- Prepare reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Regular preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.).
- Determine payroll liabilities related to the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments.
- Provide payroll training including time entry input and approval for new employees.
- Work with Human Resources Department in processing payroll or payroll-related changes.
- Verify and provide retirement data to the Define Benefit actuary for computation of benefits.
- Process payments for employees as part of retirement process and/or termination process.
- Prepare and submit quarterly payroll taxes, W-2 and 1099-R process and payroll reporting.
- Balance the payroll general ledger accounts by resolving any payroll discrepancies.

Accounts Payable

- Supports invoice coding, using workflow processing to obtain appropriate invoice approval, input of invoices into ERP system, check printing and ACH payments.

- Provide training for staff on Accounts Payable related concepts as needed, particularly regarding appropriate account and activity coding, to ensure accurate and timely entry.
- Prepare Accounts Payable reporting, including vendor aging, annual 1099-MISC forms, etc.
- Ensure timely and accurate vendor payments.
- Reconcile monthly P-Card statements and review charges to ensure compliance with P-card policy.
- Set up new purchasing card accounts within the purchasing card banking software and train employees on the purchasing card policies and procedures.
- Monitor P-card spending limits and vendor activity.
- Provide technical assistance and support for Enterprise Resource Planning (ERP) system upgrades and implementations.
- Other duties as assigned.

Training Experience and Education Requirements

Training Experience Required

- Five (5) years of full-time professional payroll experience. (*utilizing an ERP system is preferred*).

Education Required

- Associates Degree in Accounting or Business is required. Bachelor's degree in Business or Accounting is preferred. Or an equivalent combination of experience, education, and training.

Knowledge, Skills, and Abilities

- Thorough knowledge of payroll processing;
- Thorough knowledge of federal and state laws as they relate to payroll;
- Knowledge of payroll principles, practices, regulations and procedures;
- Knowledge of an ERP system with demonstrated ability to correct payroll problems;
- Knowledge of basic methods and practices of software testing and implementation as well as process improvement;
- Ability to perform detailed computation;
- Skilled in delivering great customer service experiences to internal and external parties;
- Excellent telephone etiquette skills.

Knowledge and Skills in the following areas is desired:

- Knowledge of general accounting principles to include reconciling methods and techniques;
- Experience with fund accounting;
- Knowledge of basic methods and practices of accounts payable.

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.

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 is an equal employment opportunity employer.