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| <b>Submit resume and cover letter by – Open Until Filled to:</b><br><b>Northern Water</b><br><b>220 Water Avenue</b><br><b>Berthoud, CO 80513 <a href="mailto:careers@northernwater.org">careers@northernwater.org</a> Preferred</b> | <b>Posted: 7/20/2022</b><br><b>By: NG</b><br><b>Removed:</b><br><b>By:</b> |
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## Staff Accountant II

Division/Department: Finance and Administration/ Financial Services Department

Reports to: Financial Services Department Manager

Location: Berthoud, CO

Type of Position: Full-time

Status: Non-exempt

Salary Range: \$35.54 to \$41.23

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### GENERAL STATEMENT

This position is responsible for a variety of routine and specialized professional accounting duties requiring independent judgement in accordance with generally accepted accounting principles. The Staff Accountant II performs work in a mid-level area of complexity and specialization at the overall organization level and provides expertise in the stated specialized areas on an organization-wide basis.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains the general ledger system by preparing original and correcting journal entries to ensure all financial data is correct and balanced.
- Reviews transactions and journal entries for appropriateness and compliance.
- Maintains various subledgers by preparing original and correcting journal entries as well as reconciliations.
- Processes cash receipts, monitors accounts receivable, reconciles monthly bank statements, reviews balance sheet activity, and prepares adjusting journal entries as necessary.
- Maintains the depreciation system and inventory of capital assets, including coordination with procurement staff for creation of purchasing requisitions as needed.
- Applies and reviews accounting processes within the scope of assigned job duties.
- Inputs source documentation for vehicle job-cost system, including review of input from project managers.
- Cross-trains with Payroll Administrator as a backup for the payroll function.
- Acts as a coordinator of accounting matters as they affect other departments when instructed.
- Assists Department Manager and Accounting Supervisor when needed in preparation of audit schedules and various detail schedules.
- Responsible for compiling information for special reports as needed.
- Seeks continuous improvement of the ERP system in the areas of responsibility.
- May train, coach, give general direction to, and review the work product of other accountants.
- Provides backup to the Senior Accountant and Staff Accountant I as needed.

**OTHER DUTIES AND RESPONSIBILITIES**

- Answers questions from employees and the public relating to financial information.
- Recommends new accounting procedures and enhances existing procedures.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

**Education**

- Bachelor's degree in Accounting, or related field.

**Experience**

- Five to seven years of professional accounting experience required.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge**

- Working knowledge of governmental accounting principles and practices.
- Working knowledge of ERP systems, technical spreadsheets, and word processing documents.

**Skills**

- Using mathematics to solve problems.
- Strong time management and prioritization skills.

**Abilities**

- Communicating effectively in writing as appropriate for the needs of the audience.
- Ability to work effectively with other employees and the public.
- Understanding the implications of new information for both current and future problem-solving and decision-making.

**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, 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.**