



Submit resume and cover letter to:
Northern Water, 220 Water Ave.
Berthoud, CO 80513
Email Preferred: careers@northernwater.org

Posted: 5/8/2025
By: JG
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By:

Senior Accountant

Division/Department: Finance & Administration/Financial Services
Reports to: Accounting Supervisor
Location: Berthoud, CO
Type of Position: Full-time
Status: Exempt
Salary Range: \$94,744 - \$109,460

GENERAL STATEMENT

This position is responsible for performing advanced and specialized accounting assignments usually involving complex and confidential data in accordance with generally accepted accounting principles and in accordance with appropriate federal, state, and local regulations and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain ledgers and subledgers by reviewing transactions and preparing original and correcting journal entries for accuracy and compliance. Perform reconciliations and monthly close tasks and recommend new or clarify existing accounting procedures.
- Maintain the depreciation system and inventory of capital assets in the Asset Management System.
- Review and monitor expenditures and revenues to ensure proper revenue recognition and expense recording.
- Process weekly check run, monitor accounts payable, review balance sheet activity and prepare adjusting journal entries.
- Verify account balances and control records.
- Train, coach, and provide general direction to other accountants and review their work products.
- Prepare work papers for audits and ACFR review and provide support to independent auditors during the annual audit.
- Provide financial information and guidance to department and project managers, respond to ad hoc requests, and answer financial-related questions from employees and the public.
- Seek continuous improvement of the ERP system in the areas of responsibility within this role.
- Provide backup and support to the Accounting Supervisor, Payroll Administrator and other accountants or analysts as needed.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education

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

Experience

- A minimum of seven years of diverse work experience in accounting, auditing, and finance is required.
- ERP system user experience required.
- Fund accounting, cash management, and debt management experience preferred.
- Payroll processing experience preferred.
- Above average proficiency with Excel.

LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS

- CPA preferred

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Governmental accounting principles and practices, banking, and the analysis and reporting of financial data.
- ERP systems, technical spreadsheets, and word processing documents.
- GAAP, GASB and internal controls.

Skills

- Exceptional mathematical skills.
- Strong time and prioritization management.
- Excellent analytical and problem-solving skills.
- Excellent presentation skills.
- High attention to detail and accuracy.

Abilities

- Clearly communicate complex financial information tailored to the needs of the audience and accurately document financial procedures in writing.
- Assess the impact of new information on current and future problem-solving and decision-making.
- Perform highly detailed work.
- Flexible in handling various assignments and able to work effectively with colleagues and the public.

PHYSICAL REQUIREMENTS

- Walk, bend, stoop and climb stairs.
- Sit for prolonged periods.
- Operate keyboard devices for sustained amounts of time.
- 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.