GENERAL STATEMENT
This is a mid-level position responsible for performing accounting assignments involving complex and confidential data, as well as analysis of financial information by collecting, monitoring, and studying data within an Enterprise Resource Planning System (ERP).

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Maintains project and activity account code structure, including setting up, maintenance, and reporting.
• Prepares external annual forecasts, billings, and financial reports for pipeline and pump station participant assessments.
• Prepares external annual forecasts and annual billings for the U.S. Bureau of Reclamation.
• Supports senior leadership in short and long-range cash management.
• Leads the development and finalization of the annual budgets for all funds.
• Develops labor cost estimates and integrates with annual budgets, ad hoc analyses, etc.
• Performs financial modeling of revenues and expense streams.
• Compares actual costs with budget amounts and analyze variances and trends routinely.
• Participates in the preparation of the five-year capital improvement plan by researching, updating and analyzing data and meeting with department and project managers.
• Provides ad hoc analyses and financial information to department managers, project managers, and external partners as needed.
• Provides support for indirect cost allocation, cost of services, and rate studies.
• Implements the indirect cost allocation plan.
• Assists with charges for services including internal and external labor charges; month- and year-end close
• Maintains ledgers, including preparing journal entries, reconciling asset, liability, revenue, and expense accounts
• Debt management related matters, including the issuance of debt, management of financial instruments and agreements, and managing relationships with rating agencies
• Implements updates to the annual financial rate model.
• Maintains a lead role in the ongoing responsibility to assist in configuring and upgrading financial software.
• Performs financial research and development of ad hoc analyses as needed.
• Reviews allotment agreements, intergovernmental agreements, and other contracts in terms of their financial impacts as needed.

OTHER DUTIES AND RESPONSIBILITIES
• Assists in updates to Northern Water’s Forward Guidance document for future wholesale water assessments.
• Provides suggestions for innovation and adjustments to budget methodology.
• Provides support for others in the department, including backfill of responsibilities as needed.
• Provides support for annual audit as needed.
• Provides training and technical assistance to other departments as needed.
• Other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS
Education
• Bachelor of Science in Finance, Accounting, or Business Administration with a concentration in Accounting or Finance.
• Master’s degree in Accounting or Finance preferred.

Experience
• 7-10 years of diverse work experience in governmental (fund) accounting, auditing, and finance.
• Utility industry experience is preferred.
• Infor/Lawson software or other robust ERP system user experience preferred.
• Advanced experience in governmental budgeting theories and practices.

LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS
• Certification in public financial management, or a CPA, or advanced degree preferred.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge
• Extensive understanding of governmental accounting principles and practices, banking, and the analysis and reporting of financial data.
• Extensive knowledge of principles, practices, methods, and theories of budget and finance.
• Extensive understanding of spreadsheets, databases, word processing programs.
• Functional knowledge of Enterprise Resource Planning (ERP) systems.
Knowledge in the following areas is preferred:
- Cost of service models.
- Strategic planning.

Skills
- Advanced financial analysis, techniques, and methods skills.
- Advanced Microsoft Office skills, especially within Excel, Word, PowerPoint, and Outlook.
- Intermediate Adobe Pro skills.
- Understanding the implications of new information for both current and future problem-solving and decision-making.

Abilities
- Communicate information and ideas effectively in both verbal and in written form, as appropriate for the needs of the audience.
- Effective management of one’s own time and prioritization within a varying workload.
- Maintain independence, objectivity, and professional integrity in all circumstances.

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
- May be required to work extended hours during peak financial seasons throughout the year.
- 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.