

CENTRAL UTAH WATER CONSERVANCY DISTRICT
Job Description

JOB TITLE: Senior Accountant
REPORTS TO: Controller
STATUS: Exempt-Professional
HIRING RANGE: \$60,000-\$70,000

JOB SUMMARY:

This position is responsible for assisting with the District's accounting and budgeting functions.

ESSENTIAL FUNCTIONS:

1. Assists with all accounting functions of the District including general ledger, accounts payable, accounts receivable, payroll, fixed assets, investments, treasury management, and purchasing.
2. Assists with the preparation of annual budgets and monitors budgetary operations of the District. Works with department heads to gather data and to meet deadlines.
3. Assists with the preparation of monthly financial reports and prepares financial summaries as requested by management and the Finance, Audit, and Budget committee.
4. Works closely with external auditors and the Controller to complete yearly audits.
5. Assists with preparing applications and other financial information for the District's insurance policy renewals.
6. Assists with the preparation and posting of monthly, year-end, and ad hoc journal entries.
7. Prepares bank and trust account reconciliations.
8. Ensures transactions are coded correctly in the District's accounting system.
9. Assists with the billing, reconciliation, and collection of receivables.
10. Assists with preparation and accounting for revenue contracts.
11. Assists other departments with issues relating to general ledger accounts.
12. Participates in internal control monitoring according to accounting principles (GAAP).
13. Assists with the preparation of debt payments and the amortization schedules for debt service obligations.
14. Makes recommendations to improve financial functions. Creates projects and plans for improvement.
15. Coordinates with county commissions, newspaper agencies, and the public regrading property tax matters.

MARGINAL FUNCTIONS:

1. Performs other related duties as assigned.

REQUIREMENTS:

Ability to compile and analyze financial information to prepare entries to accounts such as general ledger accounts; documents business transactions.

Ability to prepare bank and trust reconciliations.

Ability to communicate financial-technical information clearly and concisely to staff, Board of Directors, etc.

Ability to code invoices with appropriate budget account numbers.

Ability to prepare and monitor annual budget; work with staff departments to gather necessary information to compile budget.

Ability to coordinate insurance renewals.

Ability to use various software including word-processing, spreadsheet, and computers.

Ability to use a computer-based accounting system for general accounting.

Ability to maintain budgeting system which provides control of expenditures.

Ability to work with others as part of a team.

Ability to work in an office environment.

Ability to sit for long periods of time (2-3 hours).

Ability to assist in the preparation of financial statements, business letters, proposals, summaries, and reports; using prescribed format and conforming to all rules of punctuation, grammar, diction, and style; using all parts of speech.

Ability to work independently with minimal supervision.

Ability to systematically define problems, evaluate alternatives, and implement solutions.

Ability to receive guidance and supervision; follow work rules, safety practices, work procedures, meet deadlines, punctuality, and attendance standards, etc.

Ability to communicate effectively to maintain relationships that facilitate task accomplishment; cooperate and resolve conflicts; and recognize needs and be sensitive of others.

Ability to maintain a strong attention to detail regarding all tasks performed.

EDUCATION/EXPERIENCE

Graduation from an accredited educational institution with a bachelor's degree in accounting, finance, or business and two (2) years relevant accounting experience in financial reporting, auditing and analysis, or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

Certified Public Accountant license or working towards one is preferred.

Public accounting experience is preferred.