

## **JOB DESCRIPTION**

### **POSITION**

Title: Accountant I

Reports To: Senior Accountant II

Department: Accounting

Date: May 2023

Starting Salary: \$53,676 - \$77,863

### **GENERAL PURPOSE**

Responsible for the accounting and financial activities of the Colorado Water Resources and Power Development Authority (the "Authority") and its loan programs.

### **PRIMARY DUTIES / RESPONSIBILITIES**

- A. Maintains accounting records in accordance with generally accepted accounting principles (GAAP), as well as with the principles of fund accounting as determined by the Governmental Accounting Standards Board (GASB), or by action of the Authority's Board of Directors.
- B. Processes accounts payable on a semi-monthly basis when assigned. Prepares IRS Form 1099's at year-end.
- C. Prepares or assists with the preparation of journal entries, supporting schedules and monthly financial statements for the Authority or its loan programs as assigned.
- D. Prepares and emails loan servicing letters and maintains associated databases for loan programs as assigned.
- E. Processes and/or reviews checklists and performs checklist steps for new or changes to loans/bonds and associated activities for the Authority and its loan programs as assigned.
- F. Assists with the annual audit and year-end duties.

### **SECONDARY DUTIES / RESPONSIBILITIES**

- A. Assists coworkers, borrowers, and auditors with questions or requests.
- B. Performs other accounting or administrative duties as needed or assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge / Skills and Ability:**

- 1. Well organized, strong attention to detail, good communication and multi-tasking skills.
- 2. Computer literate and proficient in word processing, spreadsheet, data base programs and Adobe.

#### **Education or Formal Training:**

- 1. High School Graduate
- 2. Some college or accounting related courses is desirable, but not required.

Experience:

1. At least two years employment in an accounting/finance related position.
2. The following qualifications would be desirable but not mandatory: experience in accounting for bond issues; experience with Federal financial assistance programs.

Other:

1. Some in state and out of state travel may be required and may vary from year-to-year. Estimated in-state travel is 0-5 working days per year. Estimated out-of-state travel is 0-5 days per year.

Working Environment/Physical Demands:

1. Microsoft Local Area Network with a variety of application software including Microsoft Office Professional Suite, Solomon IV (current) and Dynamics 5.0 (historical) accounting software systems, Laserfiche document imaging system, integrated telephone system, Windows remote access, and internet access for trustee account access and email communication.
2. Other standard office productivity equipment - laser printers, copier, fax, voice mail, calculator and lateral file system.
3. The position involves primarily sitting at a desk for 8 hours per day and may involve standing or walking to other internal offices. The position involves working at a computer for 8 hours per day and answering and making occasional phone calls. The position frequently involves lifting five pounds or less per day. The position is mainly a sitting the position, but the employee may walk while attending off-site conferences, to board meetings or at project construction site visits. Essential functions of the position include the ability to see spreadsheets on a computer, hear phone calls and speak to borrowers, trustees, and other outside entities. The ability to operate a keyboard up to 8 hours per day is a necessary part of the position.
4. The position may require occasional travel to board meetings, conferences or training. Conferences and training generally require a full day of sitting, note taking, and some walking. Board meetings and other related events require up to a full day of sitting, note taking, walking and may include up to several hours of standing.
5. Due to the duties of the job described above, essential human functions to this role include seeing, hearing, speaking and fine manual dexterity skills.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.**