

JOB DESCRIPTION

POSITION

Title: Accounting Technician

Reports To: Senior Accountant I & II

Department: Accounting

Date: October 2021

Starting Salary: \$42,900

GENERAL PURPOSE

Responsible for the detailed accounting activities of the Water Revenue Bond Program ("WRBP") and assisting with the accounting processes for the Drinking Water Revolving Fund ("DWRF") and Water Pollution Control Revolving Fund ("WPCRF") within the Colorado Water Resources and Power Development Authority (the "Authority").

PRIMARY DUTIES / RESPONSIBILITIES

- A. Reconciles monthly trustee bank statements and monitors daily transactions for WRBP bank accounts. Recognizes bank errors/compliance problems and communicates corrections to the trustee as needed. Reconciles cash and investment balances with the WRBP trustee on a monthly basis.
- B. Prepares monthly journal entries for each bank account and other computer schedules to track and record financial activity for the WRBP program. Inputs all journal entries into computerized accounting system on a monthly basis and prepares monthly financial statements for the WRBP. May also be asked to assist with the preparation of journal entries for other programs.
- C. Updates and maintains spreadsheets containing supporting data for all programs.
- D. Performs all accounts payable functions of the Authority on a semi-monthly basis by coding and entering invoices, printing checks and uploading ACH payments. On a monthly basis, prepares checking account register and credit card detail for Board of Directors. Prepares IRS Form 1099s at year-end.
- E. Compiles and analyzes various monthly summary reports and schedules from the financial statements. Provides summaries and other financial information to other Authority personnel as needed.
- F. Computes, prepares and emails direct loan servicing letters to borrowers and the Trustee for the DWRF, WPCRF and other direct loan programs.
- G. Starts and processes checklists for all programs and updates and maintains checklist status schedule.
- H. Maintains all investment schedules and verifies monthly transactions and semi-annual interest payouts.

SECONDARY DUTIES / RESPONSIBILITIES

- A. Helps prepare financial statements, audit schedules, and other information as requested.
- B. Fields questions from and provides assistance to coworkers, borrowers, trustee and auditors related to WRBP accounting, financial or other issues.
- C. Maintains loan servicing and debt service databases for the WPCRF, DWRF, General Authority and WRBP programs.
- D. Download and assist in the filing of year-end and interim Trust account bank statements.
- E. Performs other accounting or administrative office duties as needed.

JOB QUALIFICATIONS

Knowledge / Skills and Ability:

1. Well organized; strong attention to detail; good communication skills.
2. Ability to manage and perform various accounting assignments.
3. Computer literate and proficient in word processing, spreadsheet, Adobe Acrobat Pro and electronic filing programs.

Education or Formal Training:

1. High School Graduate

Experience:

1. Preferably one year employment in an accounting/finance related position.
2. The following qualifications would be desirable but not mandatory: experience in processing accounts payable and 1099s, experience in accounting for bond issues and experience with Federal financial assistance programs.

Other:

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, accounting software systems, Laserfiche document imaging system, integrated telephone system, Windows remote access, and internet access for trustee accounts and email communication.
2. Other standard office productivity equipment - laser printers, copier, voice mail and 10 key calculator.
3. Job involves primarily sitting at a desk for 8 hours per day. May involve standing or walking to other internal offices. Job involves working at a computer for 8 hours per day and answering and making occasional phone calls. Job frequently involves lifting five pounds or less per day. Job is mainly a sitting job, but the employee may walk while attending off-site conferences, board meetings or project construction site visits. Essential functions of the job 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 job.
4. Occasional travel to board meetings, conferences or training. Conferences and training generally require a full day of sitting, note taking, and some walking. Board meeting and other related events may require up to a full day of sitting, note taking, walking and can 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.