



Southeastern Colorado Water Conservancy District

Job Description

Job Title: Accounting Specialist
Department: Finance
Reports To: Finance Manager
FLSA Status: Non-Exempt
Prepared By: Toni Gonzales
Prepared Date: November 30, 2016

Summary

Computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties. Work on assignments that are moderately complex in nature where judgment and analysis are required in resolving problems and making recommendations. Ensures that all details of a task are accomplished properly.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Compiles and sorts documents, such as invoices and checks, substantiating business transactions, assists with filing of financial documents.

Analyzes Project costs and prepares periodic report.

Records cost information for use in controlling expenditures.

Compiles cost information to be used in operating, capital, and/or project budget preparation.

Process accounts payable and receivable transactions.

Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.

Audits invoices against purchase orders, researches discrepancies, and approves for payment.

Investigates problems that vendors or purchasing agents have with obtaining payment for bills.

Prepares vouchers, invoices, checks, account statements, financial reports, and other records, and reviews for accuracy.

Accurately post debits, credits, transfers, and adjustments to accounting general ledger accounts.

Reconciles general ledger accounts with various registers.

Extracts general ledger information.

Prepare detail financial reports and distributes to management in order to monitor, evaluate, and report on financial activity.

Reconciles bank statements.

Monitors loans and accounts payable and receivable to ensure that payments are up to date.

Reconciles report discrepancies and problems.

Codes data for input to financial data processing system according to company procedures.

Reviews, balances, and interprets computer reports, and makes corrections.

Implements best practices and procedures with direction of finance management.

Prepare and distribute 1099's to recipients and 1096 to the IRS as required.

Obtain and process W-9's from applicable vendors. Enter new vendor information. Ensure all applicable vendors have current W-9 on file. Update and purge vendor files as required.

Assists with maintaining a healthy efficient segregation of duties and internal control process.

Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.

At times supports some administrative activities.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Continuous Learning - Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills; adapts to new technologies; uses technology to increase productivity; keeps technical skills up to date.

Design - Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; works well in group problem solving situations.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Impact & Influence - Achieves win-win outcomes.

Cost Consciousness - Works within approved budget; conserves organizational resources.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Strategic Thinking - Adapts strategy to changing conditions.

Adaptability - Adapts to changes in the work environment.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

Quality - Demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity.

Safety and Security - Observes safety and security procedures.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree or equivalent from two-year college or technical school; or a minimum of three years' experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Abila Fund Accounting software; Excel Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Current driver's license

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Signature

Date