

## **GREATER BRIGHTON FIRE PROTECTION DISTRICT POSITION DESCRIPTION**

**POSITION TITLE:** ACCOUNTING SPECIALIST

**JOB STATUS:** PART-TIME; FLSA NON-EXEMPT

**EMPLOYMENT STATUS:** AT-WILL

**WORK HOURS:** 20-24 HOURS PER WEEK

**DATE:** March 13, 2019

This job description is established by the Board of Directors ("Board") of the Greater Brighton Fire Protection District ("District") to outline the basic requirements, duties, and general responsibilities of the Accounting Specialist. This position is "at-will," which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

### **Position Summary:**

The Accounting Specialist performs various accounting functions, including preparing journal entries, performing account reconciliations, preparing and analyzing reports and statements, accounts payable and receivable, and payroll processing.

### **Immediate Supervisor:**

The Accounting Specialist reports to the Finance Manager.

### **Supervisory Responsibilities:**

None

### **Primary Duties and Responsibilities:**

The following duties are an overview of the primary duties and responsibilities of the Accounting Specialist and should not be considered an all-inclusive list.

1. Perform all financial duties in accordance with generally accepted accounting procedures applicable to a Colorado local government.
2. Prepare monthly general and standard journal entries, income and balance sheet statements, account reconciliations, cost reports and various other accounting statements and reports; provide interpretation of results as appropriate.

3. Analyze financial reports and records, making recommendations relative to the accounting of reserves, assets and/or expenditures as appropriate.
4. Review and verify the accuracy of journal entries. Conduct special studies and develop or recommend accounting methods and procedures.
5. Research and resolve problems pertaining to financial reporting systems, ensuring compliance with the District's rules, procedures and policies.
6. Process invoices and ensure proper accounts are being utilized.
7. Download monthly benefit invoices and appropriately cost account the premiums.
8. Reconcile bank accounts.
9. Ensure each fund is balanced.
10. Maintain accounting records and schedules in accordance with generally accepted accounting procedures applicable to a Colorado local government.
11. Update and maintain the accounting procedures manual.
12. Manage credit card systems and use of third-party applications.
13. Serve as backup for payroll processing.
14. Assist with preparation of annual budget documents.
15. Serve as liaison to, and assist, the independent auditor hired by the District each year to audit the District financial statements for the preceding fiscal year.
16. Develop and maintain positive, effective working relationships with District employees, residents, other governmental agencies and the community.
17. Maintain positive and constructive written and oral communication skills at all times.
18. Work well in a progressive, team-oriented environment.
19. Provide excellent service to the community.
20. Have a positive attitude and be a self-starter.
21. Promote a positive, professional image of the District at all times.
22. Perform such other duties as may be assigned from time to time.

### **Mandatory Qualifications and Certifications**

1. Possess (or obtain within 30 days of employment) and maintain a valid State of Colorado driver's license, with a satisfactory driving record;
2. Formal training in general accounting with a minimum of an Associate's Degree in Accounting or similar field of study, or a combination of education and experience (5 plus years) that provides experience in a majority of general accounting functions including payroll, accounts payable, budgeting, and record keeping;
3. Formal training and experience in the use of Microsoft Excel and other standard office software;
4. Experience with the use of office equipment: including computers, copiers, fax machines, calculators, postage equipment;
5. Ability to read, write, speak and understand the English language at a level adequate to perform the duties of the position;
6. Expert mathematical skills and ability to compute rates, ratios and percents.

### **Desired Qualifications**

1. Experience with Great Plains/Microsoft Dynamics accounting software.
2. General accounting experience within a Colorado Special District;
3. Experience in government budgeting, finance or research;
4. Knowledge of Governmental Accounting Standards and Financial Accounting Standards; and
5. Knowledge of Special District laws, regulations, functions and procedures.

### **Working Environment/Physical Requirements**

This position typically requires work in an office and other similar inside work areas.

1. This position will involve sedentary, administrative work in an office environment;
2. Must possess the ability to lift items in excess of forty (40) pounds;
3. This position requires standing, walking, sitting, stooping/bending, lifting, squatting, pushing, pulling, reaching over head, reaching away from body and repetitive motion;
4. This position demands frequent use of sensory activities such as talking, seeing, and hearing;
5. This position will involve periods of high mental and/or emotional stress; and
6. Position requires close vision and the ability to adjust focus.