

Upper Gunnison River Water Conservancy District

November 2022

Position Description: Bookkeeper/Payroll Specialist/Accountant II

Salary Range: \$54,200 – \$81,200

Job Summary: Responsible for maintaining the organization's accounting and financial records following Generally Accepted Accounting Principles and procedures in compliance with Federal and State laws and regulations. Processes payroll, accounts payable, accounts receivable, prepares and maintains general ledgers, financial statements, budgets and all accounting records. Performs monthly bank reconciliations and prepares associated regular, periodic, and annual financial statements and reports. Assists in the preparation of annual budget oversees annual audit. May serve as liaison to the banks, investment firm, and Finance Committee. Maintains fixed asset inventory schedule. Administers employee benefits. Serves as office secretary to the Board of Directors.

Job Requirements: Bachelor's Degree in accounting or equivalent experience. Accounting, bookkeeping, payroll and office administration background. Familiarity with Microsoft Office, spreadsheets, bookkeeping, and expertise in Quick Books accounting software. Human resources or benefits administration experience a plus.

Accounting & Payroll Tasks:

Responsible for performing the accounting for five distinct entities:

1. The Upper Gunnison River Water Conservancy District
2. The Upper Gunnison River Water Activity Enterprise
4. The Lake San Cristobal Water Activity Enterprise
5. The Spencer Avenue Business Park Condominium Association
6. The Gunnison River Festival

Keeps a general ledger, posting all receipts and disbursements. Receives and pays invoices. Reconciles all bank accounts. Maintains financial files and follows proper records retention schedules. Maintains a summary of balances, interest rates, and maturity dates of all District bank and investment accounts. Prepares a balance sheet and statement of revenues and expenses (P&L). Prepares a list of operating and non-operating expenses payable in each month for board approval. Oversees District's annual audit. Gathers information for budget preparation and compliance with statutory obligations. Assists in the preparation of annual budget in collaboration with the General Manager and Board Treasurer. Ensures compliance with purchasing policy and budgeted expenditures. Receives and deposits monthly property tax revenues from Gunnison, Hinsdale, and Saguache Counties.

Prepares payroll for employees of the District and maintains all other payroll records. Tracks employee paid time off and maintains records. Prepares and files all monthly, quarterly, and annual taxes.

Receives and deposits augmentation water customer payments in accordance with the Enterprise's Meridian Lake Reservoir augmentation plan. Receives and deposits augmentation

customer payments in accordance with the District's Third-Party lease of Aspinall Unit water with the Bureau of Reclamation. Receives and deposits augmentation water customer payments in accordance with the Lake San Cristobal Water Activity Enterprise's augmentation plan.

Summarizes and updates District's accounting procedures. Assists Board Treasurer, Board Directors, General Manager and General Counsel with requests for information. Makes recommendations to the General Manager/Association President regarding financial actions to be taken.

Project-Specific Tasks:

Water Quality Monitoring Program: Invoices, collects, and deposits revenues received from program contributors.

Cloud Seeding Program: Invoices program participants, receives, processes, and deposits payments, tracks expenses, requests reimbursement per the terms of the CWCB's Purchase Order.

Wet Meadows Program: Assists Wet Meadows Program Coordinator with financial management. Prepares invoices as requested, provides quarterly reports, and submits ASAP reimbursement requests for federal grants.

Lake San Cristobal Project: Receives and pays incoming invoices, deposits payments, tracks expenses, and provides financial information to LSCWAE board as requested. Assists general manager with preparation of the annual draft budget and oversees audit preparation.

Grant Program: Assists Grant Program Manager with financial management of the District's Grant Program and various other federal, state, local and private grant funds being managed by the District in support of various projects or activities occurring within the District.

General Office and Secretarial Tasks:

Obtains necessary signatures on minutes, resolutions, checks and other documents. Serves as backup to the Administrative Assistant. Answers phones, attends, records, and assists with quarterly meetings of the Board of Directors including preparation and/or review of written minutes and coordination with staff in preparation of meeting packets in his/her absence.

Oversees annual office equipment purchases and solicits input from other staff members. Maintains and updates an equipment inventory list.

Benefits Support

Assists the General Manager on matters related to personnel policies and standard administrative procedures. Coordinates with health insurance and related benefit provider(s) regarding status of District's group policy. Distributes information to staff regarding health insurance. Answers or researches staff questions regarding benefits. Coordinates with Colorado Retirement Association (CRA) regarding status of the District's retirement plan. Ensures the District's compliance with the terms of the agreement with CRA. Distributes pertinent information to staff.

Coordinates with staff to provide regular coverage of the office, filing, processing of incoming and outgoing correspondence, meeting preparation and follow-up.

Performs other office administration assignments as requested by the General Manager.

Performance Criteria:

- Effectively and efficiently carries out the job responsibilities listed above in a professional and timely manner.
- Pays attention to detail.
- Responds favorably to requests and maintains a positive attitude.
- Effectively sets priorities and stays organized under pressure.
- Reacts resourcefully to problems as they occur and exercises sound judgment.
- Exercises discretion and handles confidential information professionally.
- Works hard to ensure effective communication.
- Gets along well with the Board of Directors, other workers, and the public.
- Follows established policies and procedures.
- Willingness to learn new skills and take on new projects.