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**Accountant**

**June 2024**

**Title:** Accountant

**Salary Range:** Hourly - $25.00 - $38.46

 Monthly - $4,333 - $6,667

 Annual - $52,000 - $80,000

**SUMMARY**

This is a key position within the NFRMPO (MPO) that is responsible to decision-makers while also able to perform all aspects of accounting duties. The ideal candidate for this position is highly motivated and self-directed, can see the big picture but also be very detail-oriented, possesses competent accounting skills and experience but is also not afraid to learn new things. This candidate can look at the MPO organization as a whole while also ensuring all accounting functions are covered.

The accountant provides essential services by performing a variety of complex accounting duties as needed to generate, record, reconcile, and monitor transactions related to payroll and benefits, accounts payable, accounts receivable, purchasing, grant management and cash management for the MPO. This person works under the direct supervision of the Executive Director and coordinates with Accounting Consultants.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive.

* Manages all grants and contracts for the organization
* Responsible for general ledger entries and reconciliations
* Coordinates and facilitates the monthly Finance Committee meetings comprised of NFRMPO Planning Council members.
* Prepares quarterly unaudited financial statements and present to the Finance Committee
* Preparation and submission for indirect cost to Colorado Department of Transportation
* Prepares annual organization budget
* Direct oversight of the annual audit that includes preparation of items for submission
* Manages and controls bank balances
* Develops government financial reports, reviews contracts, purchase orders and invoices for validity and proper recording in general ledger to ensure compliance with federal funding and contractual reporting mandates.
* Provides Executive Director and other MPO management with general information, reports and/or financial information relevant to current issues or projects and advises on financial/contractual/regulatory matters.
* Develops and implements the MPO’s financial policies and plans, accounting system procedures, practices and fiscal controls.
* Performs preparation of 1099 forms annually.
* Performs research of accounting and tax-related matters
* Assists in development and negotiating agreements or contracts with landlord, vendors, agencies and/or consultants.
* Performs backup duties for accounting/administrative functions such as procurement, payroll and billings
* Other duties as assigned

**SUPERVISORY RESPONSIBILITIES**

This position does not have direct supervision of other administrative support staff. This is a lead position that may be training or reviewing other accounting personnel work.

**QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

# KNOWLEDGE, SKILLS, AND ABILITIES

* Experience in accounting, budgeting, payroll, pension plan, and investment laws, regulations and principles
* Expertise and knowledge of standard office software including word processing, spreadsheets, and database and general office equipment.
* Expertise and demonstrated ability in accounting software, Microsoft Dynamics GP a plus.
* Demonstrated ability in all accounting and payroll functions
* Demonstrated ability to organize and prioritize work effectively.
* Ability to establish and maintain effective working relationships with residents, customers, other government agencies, and staff
* Ability to work with limited supervision and exercise independent judgment.
* Understanding of Governmental Accounting Standard Board (GASB) pronouncements and interpretations.
* Strong oral and written communication skills, including grammar and editing skills.
* Knowledge of the organization's goals, objectives, polices and services.
* Works effectively with internal and external customers/clients to satisfy service and product expectations and ensure the effectiveness of the organization.
* Employee’s work behaviors demonstrate responsible personal and professional conduct, which contributes to the overall goals and mission of the organization.

# EDUCATION and EXPERIENCE

Bachelor’s degree and a minimum of three years accounting-related experience or an equivalent combination of education and experience required. **Advanced Excel knowledge is required. Working knowledge of MS Dynamics (Great Plains) software a plus.**

# LANGUAGE SKILLS

Effectively communicates by actively listening and sharing relevant information with co-workers, supervisor(s) and customers/clients.

Ability to read, analyze, and interpret generally accepted accounting principles, governmental accounting as applied to Federal, State and Local policies and procedures, and governmental regulations. Ability to effectively present information and respond to questions from management, customers, and the general public.

# REASONING ABILITY

# Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

# 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. While performing the duties of this job, the employee is regularly required to stand, walk; sit, use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

# WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work area is a standard professional office environment with some travel to other locations for meetings. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, fumes, or airborne particles, and vibration. The noise level in the work environment is usually moderate.

The NFRMPO has a hybrid work environment that allows employees to work from the office and home.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.