

## **CENTRAL OREGON IRRIGATION DISTRICT**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Accountant  
**OPENING DATE/TIME:** 09/04/18 12:00 AM  
**CLOSING DATE/TIME:** 09/18/18 11:59 PM  
**DEPARTMENT:** Office  
**FLSA STATUS:** Exempt, Full-Time position  
**SALARY CLASSIFICATION:** \$60,000 - \$75,000 per Year  
**LOCATION:** Redmond, Oregon  
**EMPLOYEE GROUP:** Management

### **PURPOSE OF POSITION:**

Responsible for managing the financial and fiscal aspects of District Operations as well as management of grant funding and reporting

### **ESSENTIAL JOB FUNCTIONS:**

- Maintain appropriate financial systems and procedures.
- Perform necessary accounting functions. Responsibilities include:
  - Prepare financial statements detailing District operations.
  - Analyze financial statements enabling more informed management decisions.
  - Design and prepare special purpose financial reports as needed.
  - Prepare financial data for the annual audit.
  - Monitor cash flow and produce monthly analytical reports.
  - Prepare all required grant reports resulting from District operations.
  - Prepare all reports required by any external agencies, including lenders.
  - Resolve accounting discrepancies.
  - Establish and maintain appropriate internal controls.
  - Ensure document retention policy is followed.
- Prepare and compile the annual District budget. Responsibilities include:
  - Prepare budget forms for all departmental managers.
  - Assist departmental managers as necessary to prepare budget.
  - Prepare the salary budget for all departments.
  - Review prepared budgets with the District Manager.
  - Input completed budget worksheets into the financial system.
  - Prepare reports summarizing budget information for management review and Board approval.
- Manage accounts payable and accounts receivable including approving invoices as necessary.
- Prepare monthly payrolls and all associated payroll reports.
- Develop external relationships with appropriate contacts e.g. auditor, banker, attorney.
- Maintain adequate liability and other insurance contracts.

### **JOB QUALIFICATION REQUIREMENTS:**

#### **Mandatory Requirements:**

Bachelor's degree in accounting or business with a focus on accounting coursework. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles. Ability to analyze financial data and prepare financial reports, statements and projections. Knowledge of federal and state financial regulations. Knowledge of financial and accounting software applications with experience with Abila Accounting Systems a plus. This is normally acquired through three to five years of accounting experience. Experience in Non Profit accounting preferred.

**Special Requirements/Licenses:**

Possession of a valid Oregon driver's license. Must have a safe driving record.

Must demonstrate the following competencies:

- Knowledge of and experience with finance and accounting computer software
- Ability to use Microsoft applications including Excel and Word
- Demonstrate precision, accuracy and attention to detail in work
- Knowledge of mathematics
- Ability to negotiate and collaborate with others to achieve position objectives
- Ability to write technical reports and general correspondence
- Ability to operate a computer, calculator and other office equipment accurately and quickly
- Ability to communicate effectively both orally and in writing
- Ability to understand oral and written instructions
- Ability to work independently
- Ability to responsibly handle confidential information
- Ability to evaluate current business processes and systems and identify and implement needed improvements and efficiencies
- Possess excellent time management skills and ability to efficiently prioritize work tasks
- Ability to establish a effective working relationship with other employees, District patrons and personnel at other agencies and governmental entities
- Ability to work under stress and handle stressful situations

**DESIRABLE REQUIREMENTS:**

Previous experience managing personnel in an office environment.

**SUPERVISION RECEIVED:**

The employee works under the supervision of the Managing Director and Deputy Managing Director

**SUPERVISORY RESPONSIBILITIES:**

N/A

**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 position. While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee must use hands to finger, handle, and operate a variety of office equipment. Occasionally the employee must lift and / or move up to 25 pounds. The employee must have hearing and vision within normal limits. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

Office equipment including a computer, printer, 10-key adding machine, copier, fax machine, and telephone. Software skills needed to perform daily duties include: Excel, Word, Adobe, and financial accounting software, currently Abila MIP Fund accounting. Employee must also be able to navigate and use internet-based programs.

**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 work environment is a normal office setting. The employee work is done within an office in that setting. Noise level is usually moderate, but occasionally loud due to a large volume of phone calls or patron visits.

**This description covers the most significant essential and auxiliary duties performed but does not**

**include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**HOW TO APPLY:**

- Email current resume to [hr@coid.org](mailto:hr@coid.org)
- Include Job Position in Subject line
- Include a cover letter of not more than two (2) pages addressing your background and experience as it relates to the requested skills of this position.
- All application materials must be received by the closing date and time posted on this announcement.

**CONTACT INFORMATION:**

For additional information about this opening you may contact the Human Resources Department at [hr@coid.org](mailto:hr@coid.org). **Please, no phone calls.**