

POSITION TITLE: Staff Accountant
DEPARTMENT: Office
FLSA STATUS: Non-Exempt / Full Time in Office
EMPLOYEE GROUP: Administrative Staff

PURPOSE OF POSITION:

Provides support to and is a critical part of the organization's accounting department. This position works closely with management, vendors, and patrons daily. Duties include the daily process of accounts payable, accounts receivable transactions, collections, and payroll preparation which must be performed accurately and efficiently. This position is involved with grant management providing timely submission of grant requests, payment to vendors and support for grant reporting.

ESSENTIAL JOB FUNCTIONS:**AP/AR**

- Conduct daily entry of accounts payable vendor invoices and coding.
- Maintain vendor records, including obtaining W-9's from new vendors.
- Process weekly check runs.
- Responsible for all department and grant related invoicing.
- Responsible for tracking and posting all A/R payments in QB.
- Supervise daily cash transactions and travel to the bank when needed.
- Review and reconcile Point and Pay payments on a weekly and monthly basis.
- Review and reconcile cash receipts and WWIN transactions on a weekly and monthly basis.
- Responsible for patron assessment billing and collection.
- Coordinate with legal counsel on delinquent accounts as needed.
- Responsible for following district guidelines on lien and foreclosure policy.

General Accounting

- Collaborate with department managers to monitor and improve budget and billing efficiencies.
- Assist with accounting software management changeover and implementation.
- Maintain accounting electronic and physical filing systems.
- Provide support to accounting consultant in the coordination of documentation for annual financial audit.
- Document and monitor accounting department processes in conjunction with accounting consultant.
- Prepare the monthly payables and payroll reports for the monthly Board meetings.
- Responsible for all LGIP transfers with coordination with Accounting Consultant.
- Assist with analyzing financial statements monthly and research variances.
- Responsible for weekly and monthly cash receipt reconciliation and WWIN transactions.
- Responsible for weekly and monthly reconciliation of Point and Pay payments.
- Prepare and file the Annual Form 720 PCOR fees.

Payroll

- Process Bi-Weekly and Monthly Payroll- including timesheet review and manager approvals.
- Review and download the quarterly and annual payroll reports.
- Responsible for making payment to child support division and garnishers when required.
- Responsible for tracking and update employee anniversary payroll change. i.e. pay increase and time off banks.
- Process monthly payment to retirement funds.
- Responsible for all PERS related activity including monthly reporting and all employee changes.
- Track all employee benefit changes and communicate with vendors on invoice discrepancies.
- Responsible for entering and tracking employee benefit elections.

Grants:

- Communications with grant vendors relating to invoices received and related questions.
- Paying and processing invoices for multiple grants.
- Preparation of the Reimbursement Requests.
- Coordinate and update the tracking of all outstanding monthly invoices.
- Participate in joint accounting meetings that pertain to all grants.
- Maintain and track the Project Requests Summary sheets.
- Maintain and track the pending Reimbursement Requests.
- Assist with grant reporting due dates to the Grant Outlook Calendar and Smart Sheet.
- Forward any requests for reconciliations of projects to Accounting Consultant.
- Maintain files with all signed grant and contractor agreements.
- Support Accounting Consultant as directed.

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, and statements. Knowledge of federal and state financial regulations. Knowledge of financial and accounting software applications. This is normally acquired through three to five years of accounting experience. Experience in Non-Profit accounting preferred.

Must demonstrate the following competencies:

- Work independently, take initiative, set priorities, and see projects through to completion autonomously.
- Must be detail oriented and have strong analytical skills.
- Must be able to communicate with other departments with written communication, problem solving, teamwork and commitment to reaching an agreement with everyone's best interest.
- Knowledge of GAAP accounting principles and policies.
- Knowledge of bookkeeping practices, techniques and terminology
- Knowledge of Microsoft Office with advanced Excel and QuickBooks experience.
- Knowledge of payroll practices and preparation. ADP knowledge is a plus.
- Ability to use accounting software.
- Ability to perform basic mathematical functions including addition, subtraction, multiplication, division to make simple calculations accurately
- Ability to operate a computer, calculator and other office equipment accurately and quickly
- Ability to accurately file and retrieve records
- Possess a customer service orientation
- Ability to communicate effectively both orally and in writing
- Ability to understand oral and written instructions
- Ability to work independently within general guidelines
- Possess excellent time management skills and ability to efficiently prioritize work tasks
- Ability to establish an effective working relationship with other employees and with District patrons
- Ability to handle stress and work in stressful situations

Special Requirements/Licenses:

A valid Oregon driver's license is required. Employee must have a safe driving record.

Desirable Requirements:

Previous experience working with an irrigation or water distribution facility.

SUPERVISION RECEIVED:

The employee works under the supervision of the Accounting Consultant and reports to the Internal Operations Manager.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position. Employee may assist in direction, guidance, or training in operational procedures to other employees.

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 or hear. The employee must use hands to finger, handle, and operate a variety of office equipment. The employee is occasionally required to walk. 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, scanner and telephone. Software skills needed to perform daily duties include: Excel, Word, Adobe, proprietary WWIN system,

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 a cubicle 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
- 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. **Please, no phone calls.**