

Mt. Crested Butte Water & Sanitation District
Job Position Description
Finance & Administration Assistant

Page 1

FINANCE & ADMINISTRATION ASSISTANT

DATE: January 2018

Principal Accountability:

Reporting to the Finance/Admin Manager, the position assists with financial services including financial accounting reporting, balance sheets, payroll, purchasing, accounts payable & receivables, tap fees, as well as all administrative and office functions for the District as necessary.

Nature and Scope

This position requires a strong background in computer accounting software, accounting to the general ledger degree, office operations, and the customer service. Although there is a cyclical pattern for water production and wastewater treatment, this position is constant in its work cycles. Excellent communication skills and customer service skills are required as the position interacts with all staff and District customers. A working knowledge of the District including water/wastewater operations, payroll functions and accounting is required. Will start as a part-time position.

Essential Functions

- Prepares and compiles financial spreadsheets such as project costs, payments, reports, etc.
- Performs month-end accounting procedures and closure to balance computerized system to the general ledger, reconciles bank accounts, and journal entries.
- Assists with semi-monthly payroll, 401 retirement accounts, and loans, and accompanying reports.
- Prepares bank deposits, customer accounts, tracks delinquent accounts to apply liens.
- Prepares corporate 941 taxes, Colorado state taxes, unemployment taxes.
- Maintains and administers the automatic payment system for customer accounts.
- Supports meter readings in the system and assists with monthly and quarterly billings. Able to "trouble shoot" the more difficult inquiries from customers which requires using the Caselle Government Accounting System.
- Prepares Tap Fee records and the Tap Fee permitting process.
- Maintains the Caselle Govt Accounting Computer System for customer accounts.
- Creates Board Meeting Agendas and disperses to members, prepares Board Meeting minutes.
- Assists the election official every two years for election of Board of Directors.
- Assists with Public Relations within the community including customer communications, by producing quarterly newsletters, and acting as webmaster.
- Anticipates office operation needs and purchases office and computer supplies.
- Provides assistance and support to all office functions.

Experience, Knowledge, and Skills

- Minimum of 5 years of accounting experience. Degree in Accounting, Finance, Business Administration or equivalent is preferred.
- Comprehensive knowledge of general accepted accounting principles and computer accounting systems required.
- Specific experience in accounting to include: accounts payable, accounts receivable, month-end accounting procedures, balancing the accounting system to the general ledger, reporting and producing timely payroll services.
- Must possess the ability to effectively utilize a personal computer, peripherals and related word processing and spreadsheet programs.
- Excellent verbal and written communication and problem solving skills required.
- Proven ability to organize and manage competing priorities.
- Possess a valid Colorado State Driver's License.