



Position Description

Position Title Senior Accountant

Career Level/Grade P4

Position Overview

The Health District Senior Accountant is recognized internally as a subject matter expert for a variety of accounting functions and activities within the Finance Department. Regular collaboration with both Finance and cross-departmental staff is required for success within this position. The Senior Accountant should have the ability to work independently with minimal oversight from the Controller/Finance Officer while performing high-level accounting functions which may cover a broad range of financial duties.

This position reports directly to the Controller/Finance Officer and works closely with fellow Finance Department accountants.

At the Health District, we believe that our people are our greatest strength. Each employee contributes to our shared mission, vision, strategy, and values. We are committed to fostering a workplace that is **Supportive, Impactful, Accountable, and Inclusive.**

Supervision and Fiscal Responsibilities

No direct reports or fiscal responsibility.

May provide guidance and coach others.

Examples of Duties

- Prepare and record complex journal entries and maintain supporting documentation for all transactions.
- Perform monthly bank, balance sheet, and subledger reconciliations as the Finance Department's independent control point, including verifying that funds transferred to the payroll provider match the approved payroll register, remaining separate from transaction entry and payment processing in each area.
- Maintain comprehensive workpapers for all balance sheet accounts in accordance with established standards.
- Analyze monthly revenue and expenditure trends to identify and resolve discrepancies or irregularities within financial data.
- Maintain the vendor and customer master files, independently verifying any vendor banking changes prior to activation.
- Prepare financial reports and dashboards to support organizational decision-making.
- Contribute to the preparation of budgets, forecasts, and variance analyses.
- Support ad-hoc reporting, grant reporting, and special projects as needed.
- Provide guidance to staff on best practices, ensuring compliance with GAAP, GASB, and internal policies and procedures.
- Recommend process improvements that strengthen internal controls, efficiency, and accuracy.
- Coordinate with external auditors, providing requested documentation and support during the annual financial statement audit.

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- Cultivate positive, professional, and productive relationships with internal staff, leadership, external agencies, and members of the public.
- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

Qualifications

- Bachelor's degree in accounting, finance, or business administration.
- 5+ years of relevant experience, including experience with account reconciliations and internal controls.
- Equivalent combination of education and experience level.

Knowledge, Skills, & Abilities

- Strong knowledge of accounting theories, principles, and practices; Generally Accepted Accounting Principles (GAAP); financial information systems; general accounting and financial functions; financial reporting requirements.
- Demonstrate excellent computer and technical skills in relevant systems and software, especially Microsoft 365 applications (Excel, Word, PowerPoint, Outlook, Teams, etc.).
- Maintain confidentiality, both internally and externally.
- Possess the ability to think critically, solve problems, and manage multiple deadlines and requests while remaining highly organized and detail oriented.
- Exceptional time and priority management to promote the success of the department and organization.
- Desire to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, cultures, beliefs, customs, socioeconomic statuses, abilities, genders, and gender identities.
- Experience with or knowledge of Governmental Accounting Standards Board (GASB) pronouncements and/or Colorado Special Tax District regulations is preferred.
- Experience with or knowledge of the modified accrual basis of accounting is preferred.
- Experience with grant or subrecipient financial monitoring and reporting is preferred.
- Experience with Oracle NetSuite ERP, Oracle NetSuite Planning & Budgeting, and Expensify software is preferred.
- Detail oriented, excellent organizational skills, with a commitment to high-level accuracy.
- Commitment to contributing to an inclusive and equitable working and learning environment.
- Ability to work both cooperatively within a team and independently.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

Work Environment

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

- Must have close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.

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- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.

Infection Prevention

During flu season, flu shots are strongly recommended for this position.

Equal Opportunity Employer

The Health District is committed to creating an equitable and inclusive workplace and proudly serves as an Equal Opportunity Employer. We welcome applicants from all backgrounds and ensure that all qualified candidates receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.

We believe that diverse backgrounds and perspectives strengthen our organization, so we consider a combination of experiences to meet minimum qualifications. Experience may include related knowledge, skills, abilities, education, work, and lived/living experience. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.