

Pagosa Area Water and Sanitation District**Position:** Comptroller – New Position**Location:** Pagosa Springs, CO

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under direction of the District Manager this single position classification is responsible for the financial accounting functions for Pagosa Area Water and Sanitation District (PAWSD), which is a quasi-municipality organized as a Title 32 Special District under Colorado law. The purposes for this position classification are to plan, organize, and supervise all accounting-related functions for PAWSD including, but not limited to general accounting, policy development, cash management, budget, audit preparation, forecasting revenues and expenditures, purchasing and accounting-related contract compliance.

Position responsibilities include:

- Supervise personnel in providing financial services for PAWSD including, but not limited to training, scheduling, assigning and reviewing work, evaluating performance, performance coaching, recommending or carrying out various personnel actions, and promoting a positive collaborative atmosphere.
- Research, evaluate, develop, and recommend general financial policies/procedures/manuals, and modifications to existing methods to improve effectiveness and efficiency.
- Prepare or oversee the preparation and review of financial statements, reconciliations, and reports related to PAWSD financial affairs; provide information, specific analysis, and appropriate training to others on financial and budgeting issues, etc.
- Review account activities on funds to ensure accuracy and conformity with applicable controls and guidelines. Notify appropriate persons and/or take corrective actions as necessary. Review and strengthen financial and accounting internal controls to ensure protection of PAWSD financial resources. Formulate and enforce policies and procedures regarding PAWSD cash disbursements.
- Respond to inquiries regarding the accounting matters of PAWSD. Oversee customer billing.
- Prepare/review adjusting entries and schedules for annual audit; schedule audit and work with auditors in answering questions, providing necessary information and explaining accounting/financial system; review audit results and implement necessary/recommended internal controls and/or other revisions.

- Review district accounts for adequate operating cash and transfer funds between accounts.
- Coordinate preparation of PAWSD annual budget and other related documents. Analyze budget revenues/expenditures as needed. Prepare department budget requests and monitor expenditures for compliance with approved budget.
- Makes all investments per direction from the PAWSD Board of Directors.
- Prepare and assist with financing applications and preliminary and final official statements for general bond obligation issuance
- Ensures proper maintenance of accurate equipment inventory records within current asset management program. Maintains fixed asset inventory, facilities inventory, and works with department heads on disposal of surplus property.
- Prepare/review bi-weekly payroll records, quarterly and annual payroll returns, and other HR accounting-related matters.
- Perform other accounting and finance duties and any other duty assigned.

Position requirements:

- Bachelor's degree in Accounting or Business/Finance, from an accredited college/university. Thorough knowledge of accounting practices in the public sector including grant and fund accounting; budget analysis; preparation of financial statements; internal auditing of transactions; accounting software; and, general supervisory practices.
- Proficiency with Microsoft Office programs (Excel, Word, Outlook), computerized accounting systems, and 10key.
- Ability to communicate and collaborate with District Manager, staff, customers, and public.

Position preferences:

- Working knowledge of governmental fund accounting desired.
- Master's degree in Accounting, Finance, Business, or related field; Government Finance Officers Association certificate.
- Two to five years of relevant experience.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit at a desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; reach with hands and arms; use a telephone or other electronic communication devices; communicate orally and through written means;

use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned duties; bend, squat, climb, kneel, and twist while checking equipment or performing field work; stand and/or walk over both even and uneven ground; occasionally climb stairs, stoop, kneel, crouch, or walk and/or stand on slippery surfaces; occasionally lift and/or move up to 25 pounds; hearing and vision within normal ranges with or without correction.

Work Environment:

While performing the duties of this job, the working conditions are largely those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. However, visits to the field may be required where the employee may be exposed to weather extremes of heat and cold, allergens, high level of noise, fumes or airborne particles, and toxic or caustic chemicals.

Supervisory Responsibility:

Supervises five full-time employees; general oversight of part-time and seasonal employees. Responsible for performance evaluations of staff and carries out other supervisory responsibilities in accordance with PAWSD policies and applicable laws. These include, but are not limited to interview, hire, and train employees; plan, assign, and direct work; reward and discipline employees; address complaints and resolve problems.

Supervision Received:

Works under the direct supervision of the District Manager.

Compensation:

This position classification is exempt. Salary is negotiable and depends on experience, qualifications, and expertise. Benefits include, but are not limited to medical insurance, life insurance, disability insurance, dental insurance, vision insurance, 11 paid holidays, competitive retirement package, and Paid Time Off (PTO) program.