APPLICANT INFORMATION:

East Larimer County Water District has a position open as an Accounting Specialist. Position will remain open until filled.

Complete and return the following forms:

- Completed Application for Employment
- Resume

To apply for the position, please send the above forms to:

Melissa Tremelling or melissat@elcowater.org

Or

Mail to:

PO Box 2044
Fort Collins, CO 80522

If your application is selected for consideration, you will be contacted to schedule an interview.

East Larimer County Water District
Accounting Specialist

Summary

This position is responsible for a variety of routine and specialized professional accounting duties requiring independent judgement in accordance with GAAP. This position will oversee and process all accounts payable and general accounting duties for the District. Additional support for processing payroll is also included in this position.

Essential Duties and Responsibilities include the following:

- Codes and enters invoices and prepares checks for payment of accounts payable.
- Manages and receive W-9's though the year for year end 1099.
- Prepares daily deposits and confirms payments are posted to appropriate general ledger account.
- Responsible for adjusting journal entries, inputting financial or other related information into the financial system and preparing reports from the data.
- Review transactions and journal entries for appropriateness and compliance.
- Reconciles cash receipts, accounts receivables, monthly bank statements, reviews balance sheet activity.
- Maintains accounting files by reviewing and analyzing a variety of accounting transactions for accuracy and propriety and by preparing adjusting journal entries as required. Balances related expense and liability accounts.
- Maintains the depreciation schedule of capital assets.
- Analyzes financial information detailing assets, liabilities revenues and expenditures and prepares government financial statements and other reports to summarize financial position on a monthly basis.
- Ensure compliance with relevant accounting regulations and internal policies.
- Files forms with federal, state and local government agencies.
- Assists auditor in annual audit, including retrieving and preparing supporting documentation and responding to questions.
- Manage debt schedules.
- Assist in administration, review and processing payroll.
- Assist in onboarding new talent.

Other Duties and Responsibilities:

- Occasionally may be required to provide customer service to customers via phone or in-person with general water utility questions or forward questions to appropriate personnel.
- Answers questions from employees regarding business practices or employee benefits.
- Other duties as assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Knowledge, Skills and Abilities:

- Strong accounting knowledge of journal entries, accruals, prepaids, amortization schedule.
- Working knowledge of governmental accounting principles and practices.
- Payroll experience highly preferred.
- Intermediate level of knowledge of Microsoft Excel, including the use of basic formulas.
- Strong time management and prioritization skills.
- Understand the importance of accurate and useful financial information.
- Must be detail oriented.
- Must work effectively with other employees and the public.
- The ability to collaborate with a team.
- Follows policies and procedures.
- Able to deal with frequent changes, interruptions, delays or unexpected events.
- Strong communication skills required along with the ability to maintain professionalism in stressful circumstances.
- Communicate clearly and concisely, both verbally and in writing.
- Regular and punctual attendance.
- Must have reliable transportation.
- Must have valid driver's license.

Physical Requirements:

- This employee is regularly required to talk or hear.
- Occasional physical activity is required including walking, bending, stooping or climbing stairs.
- Requires prolonged sitting and sustained operation of keyboard devices.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential function of the job.

Education and/or Experience:

- Bachelor's degree (B.A.) in Accounting and understanding of GAAP accounting required.
- A minimum of three (3) years of governmental accounting or auditing experience or an equivalent combination of education and experience.

Post-offer criminal history background check and drug test required.

An assessment test of the applicant skills may be required. This may include written, oral, practical exercises or any combination thereof or other job-related assessment deemed appropriate.

Working Conditions and Schedule:

- Full-Time Monday - Friday
- Non-Exempt Position
- On-Site Office Environment

Compensation:

$30.00 - $40.86 per hour depending on experience.

Benefits:

- Health, Dental, Vision and Life Insurance
- Health Reimbursement Arrangement (HRA)
- Paid Time Off and Sick Leave Accrual
- 12 ½ Paid Holidays with 2 Floating Holidays after 6 months of employment
- Public Employees Retirement Association (PERA) https://www.copera.org/
- 401(K) & 457 Plan

EAST LARIMER COUNTY WATER DISTRICT

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

GENERAL

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for _____ Today's Date _____

Are you seeking: Full-time ☐ Part-time ☐ Temporary ☐ employment? When could you start work? _____

_____ _____

Last Name First Name Middle Name Telephone Number

_____

Present Street Address City State Zip Code

_____

Email Address

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

Have you ever applied here before? Yes ☐ No ☐ If yes, when? _____

Were you ever employed here? Yes ☐ No ☐ If yes, when? _____

Have you ever been convicted of any law violation?
Include any plea of "guilty" or "no contest." (Exclude minor traffic violations.) . . . . . Yes ☐ No ☐

If yes, give details _____
(A conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business
or employment outside of our job? . . . . . Yes ☐ No ☐

If yes, give details _____

For Driving Jobs Only: Do you have a valid driver's license? . . . . . Yes ☐ No ☐

Driver's License Number _____ Class of License _____ State Licensed In _____

Have you had your driver's license suspended or revoked in the last 3 years? . . . . . Yes ☐ No ☐

If yes, give details: _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.) _____

_____

_____

EDUCATION

LIST NAME AND ADDRESS OF SCHOOLS	Number of Years Completed	Diploma/ Degree/ Certificate	Subjects Studied
High School or GED:			
College or University:			
Vocational or Technical:			

What skills or additional training do you have that relate to the job for which you are applying? _____

_____

What machines or equipment can you operate that relate to the job for which you are applying? _____

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **Note: A job offer may be contingent upon acceptable references from current and former employers.**

NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO
CITY, STATE, ZIP CODE	REASON FOR LEAVING
SUPERVISOR(S)	TELEPHONE
NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO
CITY, STATE, ZIP CODE	REASON FOR LEAVING
SUPERVISOR(S)	TELEPHONE
NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO
CITY, STATE, ZIP CODE	REASON FOR LEAVING
SUPERVISOR(S)	TELEPHONE
NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO
CITY, STATE, ZIP CODE	REASON FOR LEAVING
SUPERVISOR(S)	TELEPHONE

REFERENCES

Have you worked or attended school under any other names? . . . . . Yes ☐ No ☐

If yes, give names: _____

Are you presently employed? . . . . . Yes ☐ No ☐

If yes, whom do you suggest we contact? _____

Have you ever been fired from a job or asked to resign? . . . . . Yes ☐ No ☐

If yes, please explain: _____

Give three references, not relatives or former employers.

Name	Address	Phone

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

This application for employment will remain active for a limited time. Ask the organization's representative for details.