



## Town of Palisade, Colorado Job Announcement

<b>JOB TITLE:</b>	Accountant	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Finance	<b>SALARY:</b>	<b>\$38K to \$48K</b>
<b>DIVISION:</b>	Administration	<b>Depending on Qualifications</b>	<b>Benefits included</b>

### Job Summary

The Accountant provides accounting, financial, administrative, and clerical support to the organization. This role is the subject matter expert in procurement, processing payments to vendors, managing allowable expenses for grants and providing support for the executive leadership team of the town. This position must be organized and able to balance multiple deadlines and responsibilities. This position will be interacting with employers and vendors daily, so the ability to maintain professionalism is required.

### Essential Duties and Responsibilities

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time.

- Process invoices and payment authorizations
- Track all allowable expenses under grants and complete reimbursement requests
- Track of all payments and expenditures, purchase orders, invoices, statements, etc. relating to vendors
- Reconciling processed work by verifying entries and comparing system reports to balances
- Maintaining historical records
- Paying vendors by scheduling checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Preparing analyses of accounts and producing monthly reports
- Maintain compliance with grant reporting requirements
- Prepare reimbursement invoices for grants
- Administer the town's procurement policy
- Strict adherence to the procurement code of ethics

## Job Qualifications and Requirements

### **Minimum Qualifications:**

Bachelor's Degree in Accounting – or - Associate Degree in Accounting with 4 years of experience

Experience with Microsoft Office to include - Excel, Word, Power point, Outlook, Teams

Excellent Verbal and Written Communication Skills

Attention to Detail

Ability to work in a dynamic environment

Ability to work in a team

### **Preferred Qualifications:**

Bachelor's Degree in Accounting

Governmental Accounting Education and Experience

Experience with enterprise accounting software, such as Cassell

### Compensation

\$38,000 to \$48,000 per year DOE

Generous medical, dental, and vision insurance