



## Town of Palisade, Colorado Job Announcement

**JOB TITLE: ACCOUNTING MANAGER**  
**DEPARTMENT: FINANCE DEPARTMENT**  
**DIVISION: ADMINISTRATION**

This Full-Time Exempt position will have a Salary Range of \$65K to 80K. Benefit Package will include Medical, Dental, Vision, Life Insurance; LTD, 5% 401K Match, Vacation, Sick and 12 paid Holidays per year at an estimated value over \$23K per year.

### Job Summary

The Accounting Manager provides complex and technical 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 employees and vendors daily, so the ability to maintain professionalism is required.

### Job Qualifications and Requirements

#### **Preferred Qualifications:**

CPA and or Masters Degree  
Governmental Accounting Education and Experience  
Experienced with Caselle Accounting software

#### **Minimum Qualifications:**

Bachelor's Degree in Accounting and 6 years of Work & Supervisory 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

## 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
- Prepare and Process bi-weekly Payroll if needed
- Paying vendors by scheduling checks and ensuring payment is received for outstanding credit; generally responding to all vendor inquiries 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
- Prepare Monthly Water meter readings and billing procedures
- Assist in completing special projects and Audits as needed
- Strict adherence to the procurement code of ethics
- Ability to supervise other staff members