



Meridian Service Metropolitan District Job Description

Job Title: Accounting Supervisor
Reports To: Financial Services Manager
FLSA Status: Exempt
ACA Status (PT or FT): FT
Salary Range: \$67,900 - \$77,000 annually

Classification Number: 3-007

Summary: The Accounting Supervisor will oversee all accounts payable and accounts receivable department staff and functions.

Supervisory Responsibilities:

- Oversees accounting operations, which include accounts payable, accounts receivable and payroll.
- Responsible for managing both the performance and development of the AR/AP staff.
- Conducts regular one on one's and staff meetings.
- Conducts performance evaluations.
- Implements training for new hires and identifies training opportunities for current staff.
- Handles discipline of employees as needed and in accordance with company policy.
- Routinely reviews accounting department procedures and policies to ensure quality and internal controls are met and improved upon

Duties/Responsibilities:

- Reviews budget reports and assist Financial Services Manager as needed.
- Assists external auditors and provides required statements and information for the annual audit.
- Maintains a documented system of accounting policies and procedures.
- Complies with local, district, state, and federal government requirements.
- Identifies and recommends updates to accounting processes and procedures.
- Monitors departmental budgets throughout the year.
- Maintains and tracks capital project contracts, purchase orders and estimates for completion of billing.
- Assists staff with sale and tracking of water and sewer tap fees received and any other metering activities by correspondence with field staff.
- Maintains general ledger and journals on computer by monitoring accounts for discrepancies and preparing original and correcting journal entries to assure all financial data is included, valid, correctly categorized and balanced.
- Monitors all paperwork, invoices, correspondence and verbal communication with vendors is handled in a professional and timely manner
- Maintains logs for IGA shared billing items and creates invoices to appropriate government entities based on contractual details.
- Administers Timekeeping and processes Payroll
- Performs other related duties as assigned.



Meridian Service Metropolitan District Job Description

Required Skills and Abilities:

- The ability to plan and think strategically.
- A solid understanding of accounting principles, laws, and regulations, as well as bookkeeping.
- The ability to identify inconsistencies in large amounts of data, and to ensure accuracy and consistency in financial reporting
- A strong understanding of financial reporting, which involves evaluating assets and liabilities.
- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Mastery of accounting software.
- Proficient in Microsoft Office Suite, Payroll software and QuickBooks.

Education and Experience:

Associate's degree (A.A./A.S.) or equivalent from two-year college or technical school; and four to six years related experience and/or training; or equivalent combination of education and experience. Previous supervisory experience is required.

Physical Requirements:

- Prolonged periods of sitting/standing at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Able to travel as needed.

Driver's License: Possess, or obtain upon hire, and maintain a valid Colorado driver's license.