



Battlement Mesa Metropolitan District

401 Arroyo Drive / Battlement Mesa, CO 81635

Tel: (970) 285-9050 / Fax: (970)285-9631

Accounting & HR Manager

JOB TYPE: Full Time

PAY: \$30 - \$40 an hour DOE

JOB FUNCTIONS: The major job function of this position is described below. The description does not intend to list every function of the position.

SUMMARY: This is a highly responsible administrative position that involves coordinating and directing all community financial matters. Areas of responsibility include accounting, investments, budgeting, purchasing, audits, and financial planning and projections.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- 1) Direct the investments of Battlement Mesa Metropolitan District and Battlement Mesa Service Association funds in order to preserve safety while earning acceptable yields.
- 2) Coordinate accounts payable and accounts receivable with administrative staff.
- 3) Manage accounting, payroll, and purchasing activities.
- 4) Provide financial advice and assistance to all Battlement Mesa Metro District departments.
- 5) Prepare financial management reports to include revenue and expenditure statements for Battlement Mesa Metro District department heads and Board of Directors on monthly basis.
- 6) Administer and maintain financial and accounting software programs.
- 7) Administer Battlement Mesa Metro District and Battlement Mesa Service Association revenues, including billing for utility and all other receivables.
- 8) Prepare semi-monthly payrolls; quarterly reporting to federal and state agencies; annual W-2 forms and file worker's compensation claims.

PERIPHERAL DUTIES: Adheres to the Loss Control Standards (Safety) as approved by the Board of Directors.

DESIRED MINIMUM QUALIFICATIONS:

- (A) Must be 18 years or older at time of employment.
- (B) Must possess, or be able to obtain by time of hire, a valid state driver's license.
- (C) Must be able to read and write English language.
- (D) Ability to work safely; ability to communicate effectively verbally and in writing: ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written or oral instructions.

EDUCATION & EXPERIENCE

- (A) High School Diploma or GED equivalent.
- (B) Minimum 2 years of Accounting Experience
- (C) Knowledge in the computer program of Caselle

TOOLS AND EQUIPMENT USED: Computer, phone, printer/copier, cash register, credit card machine, Caselle, Xpress Bill Pay, Adobe and Microsoft.

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to sit. The employee is frequently required to talk or hear; stand; stoop; and kneel crouch.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

SERVING THE COMMUNITY

WATER & WASTEWATER OPERATIONS * ASSOCIATION MANAGEMENT



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WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is required to work indoors. The employee will occasionally be exposed to the public while assisting with walk-in customers.

The noise level in the work environment is usually moderately quiet.

BENEFITS:

- 401(a) mandatory 3%
- 457(b) 8% matching
- Dental Insurance
- Vision Insurance
- Health Insurance
- Life Insurance
- Paid time of

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