

# Health District

OF NORTHERN LARIMER COUNTY

## Position Description

**Position Title** Accountant – Accounts Receivable

**Career Level/Grade** P3

### Position Overview

The Health District Accountant is recognized internally as a subject matter expert for a variety of activities within the Finance Department. The position works independently with limited oversight from manager, performing high level accounting functions covering a broad range of financial duties.

### Supervision and Fiscal Responsibilities

No direct reports or fiscal responsibility.  
May provide guidance and coach others.

### Examples of Duties

- Execute advanced-level tasks related to payroll, accounts payable, accounts receivable, grants, fixed assets, and purchasing functions.
- Formulate highly complex journal entries and compile supporting data for financial transactions in assigned areas.
- Review and interpret financial reports, reconcile accounts, investigate discrepancies, and execute monthly and annual closing procedures.
- Generate and maintain comprehensive financial records and reports.
- Assess year-end work papers, entries, and financial statements.
- Compile and review materials for the annual external audit process, including elucidation of various accounting policies, procedures, and specific questions related to recorded items.
- Oversee standard projects, programs, or processes, incorporating the development and implementation of effective internal controls.
- Conduct intricate analyses and propose solutions.
- Cultivate positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

### Qualifications

- Bachelor's Degree in accounting, finance, or business administration, with 5 - 7 years of experience.
- Equivalent combination of education and experience level.

### Knowledge, Skills, & Abilities

- Knowledge of accounting theory, principles, and practices; management information systems; budgeting; computerized financial applications; payroll, accounts payable, and accounts receivable functions; financial reporting requirements.
- Knowledge of, and ability to remain current on Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, and other authoritative guidance.
- Excellent computer skills with advanced skills in professional business software applications.
- Strong critical thinking, problem-solving and excellent organizational skills.
- Commitment to contributing to an inclusive and equitable working and learning environment.
- Strong attention to detail with a high level of accuracy.
- Good verbal and written communication skills.

# Health District of Northern Larimer County

## Accountant – Accounts Receivable

- Ability to balance multiple demands, work both cooperatively within a team and independently.
- Ability to maintain confidentiality.
- Ability to adapt style to differing audiences.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultures, beliefs, customs, socioeconomic statuses, abilities, genders, gender identities, and sexualities.
- Ability to manage own time and complete tasks aligned with end goals in mind.
- Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

### Work Environment

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

- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.

### Infection Prevention

During flu season, flu shots are strongly recommended for this position.

### Equal Opportunity Employer

The Health District is committed to creating an equitable and inclusive workplace and proudly serves as an Equal Opportunity Employer. We welcome applicants from all backgrounds and ensure that all qualified candidates receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.

**We believe that diverse backgrounds and perspectives strengthen our organization, so we consider a combination of experiences to meet minimum qualifications.** Experience may include related knowledge, skills, abilities, education, work, and lived/living experience. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.