



MILE HIGH FLOOD DISTRICT

12575 W Bayaud Avenue. Lakewood, CO 80228

303-455-6277, www.mhfd.org

An Equal Opportunity Employer

Protecting people, property, and our environment through preservation, mitigation, and education.

SENIOR ACCOUNTANT

Description:

This is a full-time position, non-exempt position as a Senior Accountant for the Mile High Flood District (MHFD). Under general supervision of the Finance Director, the Senior Accountant performs a variety of professional accounting duties of moderate complexity and other related duties as assigned.

Duties and Responsibilities:

- Processes accounts payable invoices and prepares check and EFT payments.
- Processes contractor pay estimates.
- Processes the District's bi-weekly payroll including maintenance of payroll, payroll deduction and time and attendance records.
- Prepares payments for all employee benefits.
- Prepares and executes federal and state payroll tax deposits after each payroll.
- Prepares quarterly federal and state payroll reports.
- Prepares invoices to local governments.
- Performs year-end payroll processes in preparation of issuing W-2 forms.
- Processes year-end 1099 forms for vendors.
- Prepares and enters journal entries.
- Processes payments for the District's Section 125 plan.
- Verifies payments with contract provisions.
- Maintains records regarding the District's fixed assets.
- Reconciles all general ledger accounts associated with payroll and withholding.
- Assists outside auditors.
- Maintains accounting files.
- Works closely with management staff and performs related duties as needed.

Minimum Qualifications:

- Associates or Bachelor's Degree in Accounting or Finance.
- Minimum of five years of increasingly responsible experience in an accounting capacity.
- Governmental accounting experience is preferred.

Key Competencies:

- Knowledge of the fundamentals of government accounting.
- Proficiency and accuracy while working with figures.
- Ability to perform moderately complex accounting work.
- Working knowledge of payroll and other applicable laws, regulations and codes.
- Working knowledge of office automation with specific ability in Excel.
- Ability to work independently with a high degree of accuracy and manage multiple tasks and meet deadlines.

Physical Requirements:

- Occasional prolonged periods of sitting at a desk and working on a computer

Availability and Salary:

- Starting compensation rate: \$65,000 to \$75,000/annual (Salary is commensurate with experience)
- Application Closing Date: Until filled

Contact:

Send cover letter and résumé to Amelia Deleon, Human Resources Director, adeleon@mhfd.org

MHFD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Last revised: September 2023