

Senior Accountant

Department: Finance and Administrative Services

FLSA Status: Exempt

Level: 106

Job Summary

The Finance and Administrative Services department provides services and functions critical to the day-to-day operation of the Town. This includes accounting, human resources, purchasing, contracting, IT support, budgeting, and communications. The Senior Accountant is responsible for the daily operations of maintaining and balancing accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies. This includes, but is not limited to, payroll processing, grant management, bank reconciliations, compliance reporting, and data analytics. It is imperative the Senior Accountant maintains the smooth operation of the Finance and Administrative Services office in compliance with all company policies and federal, state, and local legislation.

Reporting Relationships:

Reports to the Finance and Administrative Services Director.

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.

1. Processes, implements, maintains, and reviews payroll systems to ensure timely and accurate payroll transactions.
2. Prepares, maintains, analyzes, verifies, and reconciles financial transactions; reconciles assigned accounts and adjusts as necessary; prepares bank reconciliations.
3. Performs a variety of grant management and reporting, including responsibility for administering all grants townwide; ensures compliance with applicable laws and regulations.
4. Supports Director with periodic governmental and statutory reporting requirements.
5. Assists in preparing audit schedules for external auditors and assists the Director during the annual financial audit, single audit, and special audits.
6. Prepares a variety of financial reports.
7. Identifies and recommends updates to payroll processing software, systems, and procedures.

Town of Crested Butte

Job Description

8. Maintains and supports the functionality of Town's computerized financial system, including troubleshooting to ensure accurate and efficient operations.
9. Acts as the point person with our ERP system, Tyler Technologies.
10. Audits internal financial documents and transactions, including but not limited to the contract, grant, and purchasing functions; researching and resolving problems to assure compliance with applicable policies and procedures.
11. Assists in developing, implementing, and maintaining administrative policies and procedures; evaluates internal control procedures including identifying areas of concern and making recommendations.
12. Provides professional and technical guidance and training to Finance Department staff in accounting, payroll, and budget administration.
13. Manages fixed assets as it relates to accounting and property casualty insurance.
14. Serves as backup for accounts payable and accounts receivable.
15. Assists with special projects as required.
16. Other duties as assigned.

Required Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, reconciliation; federal and state regulations and guidelines as they pertain to municipal finance, municipal taxation, and revenue management.
- Techniques for effectively representing the Town in contacts with government agencies, community groups, and various business, professional, regulatory, educational, and legislative organizations.
- Financial research and report preparation methods and techniques.
- Records management principles and practices.
- Computer applications related to the work, including word processing, spreadsheet, and database applications.
- Applicable laws, codes, and regulations including Town ordinances, codes, policies, resolutions, and agreements related to accounting activities.
- Maintaining attention to detail and accuracy while meeting critical deadlines.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Establishing and maintaining effective work relationships with staff, coworkers, and the public.
- Thorough knowledge of all aspects of payroll and accounting.
- Professional written & oral communication.

Education and Experience

- 2 years previous payroll/accounting experience

Town of Crested Butte

Job Description

- Bachelor's degree in accounting or a closely related field.

Substitutions

Additional work experience that provides the same kind, amount, and level of knowledge acquired in the required education, may substitute on a year-for-year basis for the required bachelor's degree but not for the specific experience.

Master's degree in a closely related field will substitute for the undergraduate degree and one year of the required professional experience.

Background Investigation

Employment is contingent upon the results of a comprehensive education/experience background investigation and a criminal history record check.

Working Conditions and Physical Effort

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.

The Town of Crested Butte is an Equal Employment Opportunity Employer.

New: 08/23/2023

Updated: 09/09/2025