

**Special District Management Services, Inc.** is seeking a candidate for the position of ACCOUNTANT. This is a full time position with benefits.

This position reports to the Finance Manager and is responsible for the financial accounting functions for a number of Special Districts managed by the company. This position is responsible for:

- producing monthly and quarterly financial statements, supporting financial schedules, and annual budgets
- maintaining bank records for each district, including reconciliation of accounts, maintaining authorized account signors, reviewing district accounts for adequate operating cash and transferring funds between accounts
- completing financial statements for annual audits and assisting in the review of audited statements
- preparing annual exemptions from audit
- preparing quarterly and annual payroll returns
- working with other staff in the Accounting Department
- performing other accounting and finance duties

Position requires:

- a degree in accounting or a business degree with an accounting emphasis from an accredited college/university, and work related experience in financial statement preparation
- proficiency with Microsoft Office programs (Excel, Word, Outlook), computerized accounting systems and 10 key
- ability to complete tasks by deadlines, work without supervision and effectively communicate with District Managers, Finance Manager and other staff.
- facility fee tracking and coordination with clients
- tracking of billable time and annual billing requirement

Preferred skills:

- working knowledge and application of government accounting principles and fund accounting

Qualified applicants should reply to this posting with resume, cover letter, and salary requirements to [hr@sdmsi.com](mailto:hr@sdmsi.com)

Location: Lakewood, CO

Compensation: DOE