

## JOB DESCRIPTION

Job Title	<u>Accountant/Analyst</u>		
Supervisor's Title	<u>Deputy Director/CFO</u>		
Department	<u>Finance</u>	Grade	<u></u>
FLSA Status	<u>Exempt</u>	Date Revised	<u>April 16, 2019</u>

POSITION PURPOSE	<p>The Denver Urban Renewal Authority's Finance Department manages a portfolio of \$273 million in Tax Increment Finance (TIF) bonds, more than \$138 million in outstanding TIF reimbursement obligations, and the finances for six affordable housing programs totaling \$7.5 million. The department is responsible for all accounting, finance and forecasting functions of the Authority.</p> <p>The Accountant/Analyst assists in the recording and reporting of the financial activity of the Authority and actively participates in the Accounts Payable (AP) and Accounts Receivable (AR) functions. The Accountant/Analyst provides technical accounting competency and analytical input to ensure the long-term financial health of the Authority. This position reports to the Authority's Deputy Director/CFO.</p>
ESSENTIAL DUTIES	<ol style="list-style-type: none"> <li>1. Assists in maintaining the accuracy, completeness and integrity of the Authority's accounting records, while adhering to generally accepted accounting principles (GAAP).</li> <li>2. Reviews invoices for proper support. Prepares AP documentation and check runs, AR documentation and deposits, and journal entries in accordance with government accounting standards.</li> <li>3. Responsible for the Finance Department's recordkeeping and filing systems.</li> <li>4. Conducts periodic analyses of budget vs. actuals both for the Authority's general fund and specific programs. Conducts preliminary analysis on project feasibility and drafts program outcome reports.</li> <li>5. Assists in the design and preparation of financial statements for management and the Board.</li> <li>6. Assists in the development of short- and long-term financial projections.</li> <li>7. Participates in the preparation of the Authority's annual operating budget.</li> <li>8. Participates in the preparation of the annual audit of the Authority's financial statements.</li> <li>9. Assists in the preparation of cash flow projects and other special reports as assigned.</li> </ol>
OTHER DUTIES	<ol style="list-style-type: none"> <li>1. Participates in the review, monitoring and approval of Redevelopment and Housing program activity.</li> <li>2. Participates in the annual Board retreat preparation for budgetary and financial portfolio issues.</li> <li>3. Performs other duties as assigned.</li> </ol>

**INCUMBENTS ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB**

## JOB SPECIFICATIONS

### KNOWLEDGE/SKILLS AND EXPERIENCE

- Knowledge of generally accepted accounting principles.
- Knowledge of governmental accounting standards and auditing procedures and/or federal funding requirements, or the ability to, and interest in, developing strong competencies in this area.
- Exceptional attention to detail.
- Solid written and verbal communication skills.
- Strong analytical, quantitative and critical thinking skills.
- Ability to multi-task and respond quickly to requests for information.
- Ability to establish and maintain effective working relationships with other employees.

Education – Bachelor’s degree in Accounting required.

Experience – One to three years of work and/or internship experience in accounting, with some governmental accounting experience a plus. Advanced proficiency in Microsoft Excel and other MS Office applications. Some experience with Sage 50 Accounting (Peachtree) software or an equivalent program is a plus.

### WORK CONDITIONS

- Office
- Occasional meetings outside of office

### APPROVAL SIGNATURES

Executive Director \_\_\_\_\_

Date \_\_\_\_\_