

Position Available: **STAFF ACCOUNTANT**

Department: Finance / Human Resources

Application Deadline: January 26, 2018

Description: Under general supervision of the Finance Director, the Staff Accountant performs a variety of detailed accounting duties in accordance with standard accounting procedures, under federal/state/local deadlines, and with work subject to audit and verification. Areas of work include but not limited to: accounts payable/budget/payroll; grant administration/costs allocation plan; purchasing/procurement; capital assets/leases.

Qualifications / Requirements:

- Bachelor's degree in Accounting, or closely related field and at least 2 years of professional level accounting experience, or any equivalent combination of education and experience that would provide the required knowledge and skills to perform the job.
- Knowledge of principles and procedures of generally accepted accounting principles, procedures and techniques.
- Knowledge of Uniform Grant Requirements and Governmental Accounting Standards.
- Computer knowledge: Microsoft Office, specifically Excel and accounting software applications.
- Proficient use of PC's, printers, 10-key calculators, copiers and other office equipment.
- Attention to detail, neatness and accuracy.
- Ability to:
 - a) Exercise independent judgment, organize work, set priorities, meet critical deadlines and follow up on assignments with minimum direction to accomplish tasks having significant monetary consequences if deadlines are unmet.
 - b) Apply logical thinking to solve problems or accomplish tasks, to understand, interpret and communicate complicated policies, procedures and protocols.
 - c) Be flexible in a constantly fluctuating work environment.
- Must pass background check, including criminal.

Pay Rate:

- \$22.21 – \$23.32 DOQ plus outstanding benefits package

Application Procedures:

Applications are available at:

Gilpin County Human Resources 495 Apex Valley Road
Black Hawk, CO 80422
Monday through Friday 8:00 a.m. – 4:30 p.m. or
our website (<http://co.gilpin.co.us/Employment/jobs.htm>).

Please submit your application and resume to:

Gilpin County Human Resources
P.O. Box 366
Central City, CO 80427 or
Fax: (303) 951-3675

If you have any questions, please call (303) 951-3673 Gilpin County Human Resources.

Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, go to:

<http://www.tgslc.org/borrowers/public-service/>

Gilpin County is an Equal Opportunity Employer