

**SOUTHWESTERN WATER CONSERVATION DISTRICT  
ACCOUNTING & GRANTS COORDINATOR JOB DESCRIPTION**

**Job Title:** Accounting & Grants Coordinator

**Reports to:** General Manager

**Type of Position:** Full-time

**Hours:** Approximately 40 hrs/week

**Status:** Non-exempt

**Effective Date:**

**Summary of Job Description:**

The Accounting & Grants Coordinator (Coordinator) is responsible for overseeing the financial activities of the Southwestern Water Conservation District (SWCD) in close collaboration with its General Manager. The job duties include but may not be limited to: reviewing and submitting payroll for approval, accurately completing accounts payable/receivable, budgeting, financial reporting, supporting the annual external audit, and coordinating grant reimbursements for the SWCD Grant Program. Additionally, the Coordinator manages the accounting and financial compliance activities associated with any state or federal grants SWCD receives. This includes both accounting activities associated with managing the grant with the granting agency and the associated disbursement of grant funds to grant recipients.

**Accounting Duties**

**Accounts Payable and Receivable**

- Process invoices, reconcile vendor statements, and follow up on past-due payments.
- Handle accounts receivable, including tax disbursements from nine counties and interest income from investments.
- Posting daily transactions such as sales, purchases, receipts, and payments into accounting software.
- Ensure adherence to SWCD's financial policies and compliance with applicable financial regulations.

**Revenue Management & Compliance**

- Coordinate with nine counties on mill levy certifications, revenues, and ensure compliance with statutory budget requirements.

**Financial Reporting & Reconciliation**

- Reconcile SWCD accounts and generate regular financial reports.
- Maintain accurate financial records for the District and ensure timely financial reporting.
- Generate expenditure tracking reports and program budget analyses as required.

**Annual Audit Support**

- Assist with the annual external audit process by preparing required financial documents.
- Work directly with external auditors to provide necessary financial data and ensure compliance with audit procedures.

### **Payroll and Employee Benefits Administration**

- Oversee payroll processing, including leave accounting and benefit programs such as insurance and retirement plans.
- Ensure compliance with federal, state, and local employment laws as they relate to payroll, benefits, and financial operations.

### **Bill Payments & Invoicing for SWCD Programs**

- Work closely with the General Manager to ensure that all District and program-related bills are paid in a timely manner and that invoices are sent out correctly.
- Track incoming payments for services rendered under SWCD programs, including the collection of outstanding balances.
- Maintain accurate financial records related to invoicing and payments and generate periodic financial reports for the Board.
- Ensure that program expenditures align with approved budgets and provide regular updates on the financial status of programs to the General Manager.
- Establish and maintain a contract management system to manage District programs, coordinate contract invoices and payments, provide other related invoice payments and contract deadlines, and include necessary information to ensure all tasks are completed timely.

## **Grant Administration**

### **Grant Management and Disbursement**

- Manage the grant award process and ensure compliance with grant guidelines.
- Track and maintain records of grant reimbursements and ensure compliance with grant guidelines.
- Maintain accurate and organized records of all grant activities, from application to project closeout.
- Establish and maintain systems for tracking grant expenses, budgets, and reporting deadlines.
- Work closely with the grant recipients, the District's General Manager, and the District's Program Manager to review grant documentation and ensure all reporting and financial requirements are met before grant disbursement.
- Process and disburse grant reimbursements to the grant recipients.
- Ensure that all required documentation, such as contracts, expense invoices, and other documents, are complete and accessible for auditing purposes.

### **Financial Management and Reporting**

- Prepare, review, and submit financial reports to the grant recipients and the government agencies that are responsible for overseeing the grant programs, according to grant requirements.
- Prepare and present periodic grant reports to the General Manager and the Board, outlining the progress of completing the required grant activities, the financial status of each grant, the overall performance of each grant, and the grant programs.

### **Compliance and Audits**

- Ensure adherence to all grant record-keeping and reporting requirements, including timely submission of financial reports, progress updates, and other required documentation to funding agencies.
- Maintain detailed records of grant expenditures, ensuring all spending complies with grant guidelines and budget allocations.
- Ensure that all required documentation, such as contracts, agreements, and reports, is complete and accessible for auditing purposes.
- Work with external auditors or grant evaluators to provide necessary financial and progress reports for grant compliance reviews.

**Other Responsibilities**

- Travel to meetings and events as directed by the General Manager.
- Assists with other financial and administrative duties as assigned by the General Manager.