



Southwestern Water Conservation District  
Durango, Colorado

Job Announcement and Job Description

*Accounting & Grants Coordinator*

The [Southwestern Water Conservation District](#) (“District”), based in Durango, Colorado, is seeking candidates for the position of *Accounting & Grants Coordinator*. The District was created by Colorado statute in 1941 to lead in the protection, conservation, use, and development of the water resources of the San Juan and Dolores River basins for the welfare of the District, and to safeguard for Colorado all waters of the basin to which the state is entitled. The District encompasses all of La Plata, Montezuma, Archuleta, San Juan, San Miguel and Dolores counties and parts of Montrose, Hinsdale, and Mineral counties. The District has a nine-member Board of Directors (“Board”) with an appointee from each Board of County Commissioners.

The Accounting & Grants Coordinator (“Coordinator”) works in collaboration with the District’s General Manager to oversee the financial activities of the Southwestern Water Conservation District (SWCD). This includes reviewing and submitting payroll for approval, accounts payable/receivable, budgeting, financial reporting, supporting the annual 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 is party to. This includes accounting and administrative activities associated with managing the grant with the granting agency and the disbursement of awarded funds to the grant recipients.

The General Manager supervises the Accounting and Grants Coordinator position, with additional guidance and oversight provided by the SWCD Board of Directors. The position is a full-time, non-exempt position that is based out of the District’s office in Durango. The successful candidate will generally be expected to work in the District’s office Monday – Friday from 8:00 a.m. to 5:00 p.m. Please see the attached Job Description for additional information about the position.

The ideal candidate is: self-motivated; possesses strong verbal and written communication skills, has several years of experience performing business accounting; and has good public relations skills.

The Minimum Qualification Requirements for the position are:

- Possess a Bachelors Degree.
- At least three (3) years of professional experience in accounting, contract management, grant administration or management, budgeting, financial analysis, project coordination, and office administration. Additional appropriate education may be substituted for the required experience, depending on the candidate’s education, degree, and previous experience.
- Strong Interpersonal skills.
- Excellent writing and verbal communication skills.

- Proficient with Office Suite (Word, Excel, PowerPoint).
- Experience with budget and accounting programs (i.e., QuickBooks).
- Excellent organizational and time management skills.
- Ability to provide valid identification and work authorization documents as required by federal and state law. Acceptable documents include those listed on the Federal Form I-9, such as a valid driver's license, state-issued ID, U.S. passport, or other approved identification.

Highly Desirable Traits and Skills include:

- A Bachelor's Degree in accounting, finance, business, public administration or a closely related field.
- General knowledge of southwest Colorado.
- Book-keeping, accounting, contract management and/or budgeting experience.
- Background with taxing districts.
- Experience with financial grant evaluation, data reporting as well as state and federal grant programs.
- Excellent organizational skills and ability to multi-task.
- Detail oriented.
- Ability to work well independently as well as with a team.

This is a full-time position with benefits including paid vacation (PTO), paid sick leave (HFWA), 12 paid holidays annually, a 457 retirement plan match, and health and life insurance. The anticipated pay range is \$55,000 to \$70,000 annually. Although a pay range is listed, annual pay for this position will be set commensurate with the successful candidate's qualifications and in compliance with the State and Federal equal pay laws. **The Southwestern Water Conservation District is an "at-will employer"**.

To apply, please submit: (1) a cover letter explaining the basis for your interest in the position and a short explanation of why you are a good candidate for the job; (2) a resume; (3) a fully completed Application for Employment form; and (4) a fully completed Disclosure Regarding Background Investigation form. Forms for #3 and #4 above are available at <https://swwcd.org>. All materials listed above must be received to be considered for this position and should be submitted electronically (PDF preferred) to the General Manager at: [stevev@swwcd.org](mailto:stevev@swwcd.org). **The application period will remain open until April, 30, 2025. Those interested in the position are encouraged to apply early.**