



E-470 Public Highway Authority
22470 E. 6th Parkway, Suite 100
Aurora, CO 80018
303.537.3700 Phone
303.537.3472 Fax

Adams County
Arapahoe County
Aurora, CO
Brighton, CO
Commerce City, CO
Douglas County
Parker, CO
Thornton, CO

Position Opening

JOB TITLE:

Staff Accountant

E-470 OVERVIEW:

E-470 Public Highway Authority is a dynamic 47 mile toll road on the eastern perimeter of the Denver Metro area that serves its customers as well as providing back office tolling services for all other toll facilities in the State of Colorado. E-470 has experienced tremendous growth since the Great Recession which has led to strong performance metrics and operating challenges. E-470 strives to provide top-notch customer service, improve safety and save time for our drivers while being Colorado's one-stop-shop for tolling.

At E-470, the Finance department is a small but diverse function that includes accounting and auditing, budget, financial analysis, treasury and debt management, procurement, risk management and tolling services made up of finance professionals and staff. Together this team supports and executes the financial operations, procurement, and risk management of the Authority. The Finance team is committed to developing our leaders of tomorrow while creating an enjoyable and supportive work environment.

JOB FUNCTION:

The Staff Accountant position reports to the Controller within the Finance Department with direct supervision from the Accounting Supervisor and is responsible for maintaining and performing the Authority's day-to-day general ledger and module accounting functions. Other functions and special projects may be assigned based on experience and skill level.

DUTIES:

- Complete most month-end closing tasks of the general ledger and related accounting modules including preparation of journal entries.
- Reconcile key accounts (cash and investments, accounts receivable, toll revenue, and toll payable) including investigation and resolution of differences, fixed asset routines and other month-end processed work.
- Maintain accounting functions over A/R (billing and collections).
- Maintain the general ledger module which includes manual journal entries of all financial transactions not automated within the accounting system modules including toll revenues, debt, other revenues/expenses, etc.
- Assist with the fixed asset capitalization and retirement process throughout the year.
- Monitor cash flows and balances of the operating accounts to ensure funds are available to meet current obligations. Perform all general ledger accounting for operating accounts.
- Monitor and verify cash flows related to monthly interest rate swaps, monthly variable rate debt payments, and monthly unrestricted fund movements.
- Maintain tracking and accounting for all trust accounts.
- Track and review monthly commercial bank fees and investment custodian fees. Assist with investigating and resolving any discrepancies.
- Analyze and request cash transfers for weekly ExpressToll revenue.
- Assist with quarterly unaudited financial statements and supporting documentation.

Staff Accountant



E-470 Public Highway Authority
22470 E. 6th Parkway, Suite 100
Aurora, CO 80018
303.537.3700 Phone
303.537.3472 Fax

Adams County
Arapahoe County
Aurora, CO
Brighton, CO
Commerce City, CO
Douglas County
Parker, CO
Thornton, CO

- Perform all revenue accounting for AVI transactions to ensure accurate and complete financial reporting.
- Assist the Controller and Accounting Supervisor in establishing, modifying, documenting, and coordinating implementation of accounting and internal control procedures and processes.
- Interact with other Authority employees, including managers and directors, to provide timely accounting information, research, and analysis in response to account inquiries.
- Develop and maintain relationships with banks and other financial institutions.
- Prepare invoices related to accident/incidents on the roadway for Risk Management Supervisor. Maintain communication with Risk Management Supervisor regarding outstanding invoices.
- Assist Controller and Accounting Supervisor in coordinating and handling of external financial auditors for the annual financial statement audit. Prepare requested documents and supporting schedules (PBC), and assist with tie out of the financial statement report and management's discussion and analysis.
- Responsible for recording and depositing all checks issued to the Authority on a bi-weekly basis when received from Accounting Supervisor.
- Other special financial related projects as assigned by the Director of Finance, Controller, or Accounting Supervisor.

REQUIREMENTS:

- Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, or related field
- Bachelor's degree (B.S. or B.A.) in Accounting from an accredited college or university
- Thorough knowledge of accounting principles (US GAAP), with governmental accounting (specifically governmental enterprise accounting) and understanding of GASB accounting standards preferred
- Minimum of two (2) years related experience in accounting and/or auditing
- Professional certification will be considered; on-going training is preferred
- Proficient with accounting system software including general ledger accounting, accounts receivable and cash reconciliations; Microsoft GP (Great Plains) experience is preferred
- Financial reporting system experience is preferred
- Proficient in Microsoft Excel, Word and PowerPoint
- Well-developed oral and written skills, with the ability to critically think and problem solve, work with mathematical concepts and communicate effectively
- Ability to work both individually and as a member of a team
- Demonstrates strong initiative and ability to manage recurring tasks concurrently, as well as commitment toward completing assignments in a timely manner. Special projects may be assigned as needed.
- Must be detail-oriented with strong organizational and analytical skills

COMPENSATION:

Salary based on experience and education; outstanding benefits package

Submit cover letter and resume to E-470employment@e-470.com by **August 16, 2019**.

Staff Accountant