



# DELAWARE SOLID WASTE AUTHORITY

## JOB OVERVIEW

**TITLE:** ACCOUNTANT I

**REPORTS TO:** CONTROLLER/SENIOR ACCOUNTANT

**JOB CLASS:** NON-EXEMPT

**LOCATION:** ACCOUNTING OFFICE

**PURPOSE:** This position is responsible for work in accounting that will include but not be limited to; general ledger, accounts receivable, accounts payable, purchasing, payroll and inventory.

## JOB DUTIES

### ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Prepares daily deposits and posts to correct accounts.
- Reviews and records all deposits from facility bags delivered daily.
- Prepares, records, and mails all collections stations tickets.
- Posts all ACH payments to correct accounts. Conducts all collection calls on past due accounts.
- Prepares all end of month worksheets for accounts receivable.
- Prepares aging report for end of month.
- Reviews all new account applications, send bond and reference information, and set up account in Dynamics.

## QUALIFICATIONS

### EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with a bachelor's degree in accounting or business administration and 1 year of experience.

Ability to read, analyze, and interpret business and technical procedures and governmental regulations. Ability to interpret and apply accounting principles and theories in work applications. Ability to organize and analyze financial data. Skill in working with detail, problem solving, and communicating fiscal problems. Skill in presenting information and responding to questions. Ability to write reports, correspondence, procedures, and other documents. Knowledge of procedures to calculate figures and amounts and apply principles of accounting. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of variables.

Knowledge of computer software programs and/or other applications. Skill in Microsoft programs such as Excel and Word.

**Physical Requirements:**

This position requires standing, walking, sitting, and talking or hearing.

This position requires no lifting.

No special vision requirements.

This position risks exposure to indoor environment.

**SIGNATURES**

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

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**SUPERVISOR**

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**DATE**

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

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**HUMAN RESOURCES**

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**DATE**

*I have read this description and understand the major responsibilities, requirements, and duties of this position.*

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**EMPLOYEE**

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**DATE**

*Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*