

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: ACCOUNTING TECHNICIAN I

REPORTS TO: CONTROLLER/SENIOR ACCOUNTANT

JOB CLASS: NON-EXEMPT

LOCATION: ACCOUNTING OFFICE

PURPOSE: This is an entry-level position that performs various accounting functions in accordance with Generally Accepted Accounting Principles, DSWA Policy, and contractual obligations. This position is responsible for full range of support activities involving agency fiscal/financial/auditing functions.

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.

- Computes fiscal/financial transactions.
- Analyzes and reconciles transactions and accounts.
- Classifies and codes fiscal/financial transactions.
- Reviews to ensure compliance with required documentation, computations, codes, signatures, and rules/regulations.
- Records fiscal/financial transactions to various financial information systems.
- Interacts with public/private sector to provide/obtain information.
- Compiles information and develops reports for use by others.
- Monitors balances and reports discrepancies.
- Participates in recommending systems and forms enhancements.
- Provides technical assistance to higher-level fiscal/financial/audit staff and various other internal/external contacts.
- Learns and applies various processes/procedures, laws, rules, and regulations.
- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Requires a high school diploma or GED and one (1) year of experience demonstrating competence in accounting support, which includes performing financial transactions such as classifying,

computing, verifying, recording/posting, reconciling, audit/examination, summarizing financial data, and compiling reports; office operations; and record keeping.

Knowledge of the principles and practices of bookkeeping/basic accounting/basic auditing. Knowledge of office practices, procedures, and equipment.. Knowledge of applicable accounting systems, budgetary processes, and auditing/reporting procedures. Knowledge of the applicable laws, rules, and regulations. Ability to apply analytical methods including computer applications to resolve bookkeeping/accounting problems. Ability to perform basic mathematical calculations. Ability to develop/recommend courses of action and express ideas clearly, concisely and effectively, both orally and in writing.

May be asked to sign a statement of confidentiality.

Physical Requirements:

This position requires standing, walking, sitting, gripping or feeling with hands, reaching with hands and arms, and talking or hearing.

This position requires lifting up to 10 pounds.

This position requires close vision (clear vision at 20 inches or less).

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.

SUPERVISOR

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.

HUMAN RESOURCES

DATE

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

EMPLOYEE

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.