

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: ACCOUNTING TECHNICIAN II

REPORTS TO: CONTROLLER/SENIOR ACCOUNTANT

JOB CLASS: NON-EXEMPT

LOCATION: ACCOUNTING OFFICE

PURPOSE: This position is responsible for performing various accounting functions in accordance with Generally Accepted Accounting Principles, DSWA Policy, and contractual obligations.

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 develop 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 equivalent and 8 years of experience in accounting support, four (4) of which shall have been at the full performance level, including performing financial transactions such as classifying, computing, verifying, recording/posting, reconciling, audit/examination, summarizing financial data, and compiling reports.

Or

An associate's degree in accounting or business administration from an accredited college or university with at least 6 years of experience in accounting support, three (3) of which shall have been at the full performance level, including performing financial transactions such as classifying, computing, verifying, recording/posting, reconciling, audit/examination, summarizing financial data, and compiling reports.

Skill in analysis and reconciliation of basic accounts and statements. Skill in providing accounting support, which includes performing financial transactions such as classifying, computing, verifying, recording/posting, reconciling, audit/examination, summarizing financial data, and compiling reports. Knowledge of office operations which includes operating office machines, handling incoming and outgoing mail, postal and shipping services, answering phones, directing calls and taking messages; file maintenance; maintaining and updating supplies. Skill in record keeping, which includes: maintaining records, logs, and filing systems. Skill in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data. Ability to communicate complex financial and accounting issues in both oral and written form. Knowledge of accounting theories, concepts, principles and standards. Knowledge of computerized financial management systems, including data entry and correction procedures. Ability to establish and maintain effective working relationships. Knowledge of the methods and techniques used in complex financial and accounting data analysis. Skill in understanding, interpreting and applying policies, rules and regulations.

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.