

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** SENIOR ACCOUNTANT

**REPORTS TO:** CONTROLLER

**JOB CLASS:** EXEMPT

**LOCATION:** ACCOUNTING OFFICE

**PURPOSE:** The purpose of this position is to perform various specialized accounting functions of moderate complexity and ensure that practices are carried out in accordance with Generally Accepted Accounting Principles, Authority policy, and contractual obligations. This level is the highest technical accounting position responsible for planning, coordinating, monitoring, and analyzing overall accounting processes and activities.

## 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 monthly financial statements, reports and records by collecting, analyzing and summarizing account information.
- Analyzes, reconciles and consolidates vouchers, records, journals, ledgers and statements.
- Oversees accounting activities in accounts receivable, accounts payable, and payroll to ensure that they are performed in an accurate and timely fashion.
- Serves as lead in all accounting activities: ensures efficient, timely and accurate processing of transactions, accurate preparation, completion and distribution of financial reports and financial statements and consolidation of various accounting reports and records.
- Reviews financial transactions and codes for conformance to standard procedures and accounts.
- Assists Chief Financial Officer (CFO) with various projects.
- Monitors all budgetary accounts and records.
- Participates in the preparation of the budget .
- Provides information, guidance, and advice to senior management and department heads.
- Approves employee time cards and requests for time off.
- Assists with analyzing financial statements on a monthly basis and reports on variances.

### ADDITIONAL DUTIES:

- Responsible for general ledger.
- Maintains bank accounts by requesting disbursements and transfers.
- Monitors and reconciles Trust/Bank accounts.
- Reviews Bank Statements.
- Researches and reconciles all discrepancies.
- Establishes and follows internal controls.
- Conducts financial analysis on a requested basis.
- Assists with financial audits.
- Reviews accounts payable vendor checks.
- Facilitates and completes monthly close procedures.
- Monitors expenditures to ensure compliance with budgetary recommendations.
- Prepares monthly account reconciliations.
- Tracks ongoing project contracts.
- Performs other duties as assigned.

## QUALIFICATIONS

### EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with a bachelor's degree in accounting or business administration and 8 years of experience in accounting or auditing,

May be required to sign a statement of confidentiality.

Knowledge of computerized financial management systems, including data entry and correction procedures. Knowledge of recordkeeping and report preparation techniques. Ability to maintain accurate, current accounting records. Ability to assemble and analyze financial and accounting data and make recommendations. Ability to establish and maintain effective working relationships. Ability to supervise staff. Ability to make forecasts, utilizing financial records as basis for the projections. Skill in the evaluation and analysis of financial and accounting data. Skill in understanding, interpreting and applying policies, rules and regulations. Ability to plan and review the work of accounting staff. Ability to prepare and explain a variety of financial reports. Ability to train agency staff.

### Physical Requirements:

This position requires 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.*