

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: STAFF ACCOUNTANT

REPORTS TO: CONTROLLER/SENIOR ACCOUNTANT

JOB CLASS: EXEMPT

LOCATION: ACCOUNTING OFFICE

PURPOSE: The purpose of this position is to perform various specialized accounting functions in accordance with GAAP, Company policies, and contractual obligations. This position works with management to develop internal controls to guarantee standards are met. This position also performs various functions in General Ledger, Accounts Payable/Receivable, purchasing, and payroll.

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.

- Pays vendors by monitoring discount opportunities, verifying federal ID numbers, scheduling and preparing checks and resolving PO, contract, invoice or payment discrepancies.
- Administrates purchasing software/company purchasing policy including technical support, maintenance and training.
- Administrates company payroll including processing, technical support, maintenance and compliance with company HR policy.
- Reconciles and accurately maintains General ledger accounts related to A/P, Payroll, etc.
- Prepares and distributes related tax reports (W-2, 1099) according to IRS regulations.
- Records and maintains employee benefit information including pension, deferred compensation, health, dental and vision plans according to IRS and HIPAA guidelines.
- Develops internal controls in accordance with company policy/accounting standards and provides guidance to management to ensure adherence to policy.
- Prepares, receipts, and audits purchase orders submitted ensuring appropriate approval and verifying specifications/prices.
- Updates and maintains vendor database/purchase order to accurately reflect vendor information/liability accounts.
- Ensures accuracy of payroll records by maintaining database with updates in status changes, tax withholding, benefits deductions, time off accruals, wage garnishments, tax levies, etc.
- 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 6 years of experience.

No license requirements.

May be required to sign a statement of confidentiality.

Comprehensive knowledge of GAAS and GAAP. 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. 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. Knowledge of the methods and techniques used in complex financial and accounting data analysis. 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 the evaluation and determination of accounting system requirements necessary to meet agency needs. Skill in understanding, interpreting and applying policies, rules and regulations. Ability to prepare and explain a variety of financial reports. Ability to train agency staff.

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.