

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

May 15, 2009

TITLE: ACCOUNTANT I
REPORTS TO: CONTROLLER/SENIOR ACCOUNTANT
JOB CLASS: NON-EXEMPT
LOCATION: ACCOUNTING OFFICE

PURPOSE:

Performs various specialized accounting functions of moderate complexity and ensures that practices are carried out in accordance with Generally Accepted Accounting Principles, Authority policy, and contractual obligations. Work in accounting will include but not be limited to; general ledger, accounts receivable, accounts payable, purchasing, payroll, and inventory.

This level is responsible for performing the full range of essential functions.

Implements internal accounting policies and procedures as directed by senior staff members and perform general accounting duties.

May conduct special studies and develop or recommend minor changes in methods and procedures.

May assign and review the work of administrative support/accounting support staff.

JOB DUTIES:

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.

- * Analyzes, reconciles and consolidates vouchers, records, journals, ledgers and statements.
- * Monitors expenditures to ensure compliance with budgetary recommendations.
- * Reviews financial transactions and codes for conformance to standard procedures and accounts.
- * Compiles, analyzes and prepares a variety of statements and reports for state, special, private or federal funded programs for use in financial, budget and personnel planning.

- * Develops cost projections based on past records and anticipated activities and makes fiscally sound recommendations.
- * Applies standardized accounting principles and practices.
- * Reviews internal accounting policies and procedures and makes recommendations for revisions.

Perform other duties as assigned.

QUALIFICATIONS:

Applicants must have education, training and one (1) year of experience demonstrating competence in each of the following areas:

Graduation from an accredited college or university with at least a bachelor's degree in accounting or business administration.

Relevant experience with automated accounting systems is preferred.

Knowledge of GAAS and GAAP is preferred.

Ability to communicate financial and accounting issues in both oral and written form.