

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

June 1, 2009

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

PURPOSE:

This is a position that performs various accounting functions in accordance with Generally Accepted Accounting Principles, DSWA Policy, and contractual obligations. Work typically includes various combinations of business transactions such as, but not limited to classifying, computing, verifying, recording/posting, reconciling, simple audit/examination, summarizing numerical data, and compiling reports. Assignments are accomplished through manual and electronic applications. Regular contacts include intra/inter department, local/state/federal agencies, and private sector organizations/individual citizens.

This level represents full performance technical support of fiscal/financial/auditing functions. Work encompasses the full range of activities as described in Job Duties.

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.

- * Interact with customers regarding payments or credits to Accounts Receivable.
- * Interact with vendors and internal managers in the coding and processing of invoices to the accounts payable system.
- * Compute fiscal/financial transactions.
- * Analyze and reconcile transactions and accounts.
- * Classify and code fiscal/financial transactions.
- * Review to ensure compliance with required documentation, computations, codes, signatures, and rules/regulations.
- * Record fiscal/financial transactions to various financial information systems.
- * Interact with public/private sector to provide/obtain information.
- * Compile information and develop reports for use by others.
- * Monitor balances and report discrepancies.
- * Participate in recommending systems and forms enhancements.

- * Responsible for full range of support activities involving agency fiscal/financial/auditing functions.
- * Assignments fall within established and known systems, processes, and operations.
- * Works independently with supervision limited to periodic review of completed work.
- * Provide technical assistance to higher-level fiscal/financial/audit staff and various other internal/external contacts.
- * Regular communication typically includes internal/external contacts for the purpose of clarifying/gathering information and problem resolution regarding routine matters.
- * Learns and applies various processes/procedures, laws, rules, and regulations.

Perform other duties as assigned.

QUALIFICATIONS:

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

Twelve (12) years experience in accounting support, six (6) 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 ten (10) years 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.

Experience in the analysis and reconciliation of basic accounts and statements

Experience in accounting support, which includes performing financial transactions such as classifying, computing, verifying, recording/posting, reconciling, audit/examination, summarizing financial data, and compiling reports.

Experience in 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.

Experience in record keeping, which includes: maintaining records, logs, and filing systems.

Experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

May be asked to sign a statement of confidentiality.

- * Denotes essential functions of the job