

# DELAWARE SOLID WASTE AUTHORITY

## JOB DESCRIPTION

May 15, 2009

TITLE: STAFF ACCOUNTANT  
REPORTS TO: CONTROLLER/SENIOR ACCOUNTANT  
JOB CLASS: 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 the second highest technical accounting position involved with planning, coordinating, monitoring, and analyzing overall accounting processes and activities.

### 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.

- \* Develops internal controls within Authority accounting standards and develops recordkeeping and reporting requirements to meet needs.
- \* Assist with the preparation of financial statements and supporting schedules according to monthly close schedule
- \* Provides information, guidance and advice to management and department head(s).
- \* Communicates with all department/division accounting staff on current laws, rules, policies, and procedures and providing technical and procedural guidance.
- \* Assist with the monthly close procedures
- \* Prepare monthly account reconciliations
- \* 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.

- \* Develops cost projections based on past records and anticipated activities and makes fiscally sound recommendations.
- \* Reviews internal accounting policies and procedures and makes recommendations for revisions.
- \* Provides training to agency accounting staff on automated financial management systems, GAAP reporting, and other related fiscal and accounting systems and procedures.  
May work with technical staff on the installation and upgrade of computerized accounting/financial management systems within the agency and/or overseeing the day-to-day operation and control.
- \* Conducts comprehensive analysis of accounting processes/activities. Formulates and recommends new and revised policies and procedures.
- \* Monitors all budgetary accounts and records. Participates in the preparation of the budget.
- \* 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.  
Assist with analyzing financial statements on a monthly basis and report on variances  
Perform other duties as assigned.

#### QUALIFICATIONS:

Applicants must have education, training and/or 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.

Six (6) years of progressive experience in accounting or auditing, three (3) of which shall have been at the full performance level of the preceding position.

**Or**

Four (4) years of progressive experience in accounting or auditing, two (2) of which shall have been at the full performance level of the preceding position, plus a CPA, CMA or MBA.

Relevant experience with automated accounting systems is required.

Comprehensive knowledge of GAAS and GAAP.

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

\* **Denotes essential functions of the job**

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the list is not exhaustive or necessarily inclusive of the requirements of the position.

- 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.

May be required to sign a statement of confidentiality.