

Clinton County Solid Waste Authority
Wayne Township Landfill
Job Description

POSITION TITLE:	CLASSIFICATION:	DEPARTMENT:	REPORTS TO:
Accountant	Hourly Non-Exempt	Administrative	Administrative Manager

Purpose:

Responsible for managing all applied principles of accounting and financial aspects for the landfill including payroll, payables, receivables, cash management, general ledger, statements and budget preparation.

Essential Duties and Responsibilities:

- Compile and analyze financial information to prepare general journal entries.
- Manage Accounts Payables and Accounts Receivables.
- Update and implement improvements to computer-based accounting systems, as directed by Manager.
- Prepare budget in coordination with Manager.
- Bank deposits, as needed.
- Record and update all financial records in computer based system.
- Prepare Balance Sheet, Income Statement, and other reports to summarize current and projected company financial position.
- Maintain landfill inventory/purchasing information logs, etc.
- Prepare payroll and related monthly, quarterly, and yearly taxes and tax reports.
- Prepare federal, state, and local tax returns.
- Prepare quarterly DEP fee submissions.
- Manage all Authority cash and investment accounts.
- Prepare retirement submittals.
- Create monthly Treasurer’s Report and disperse to Managers and Board of Directors.
- Perform as substitute Weighmaster, as needed.
- Must attend all assigned workshops, trainings, etc.
- Practice workplace safety.
- Foster positive company/employee communication.
- Any other task or duty as assigned or required by Management and/or Board of Directors.

Knowledge and Skill Requirements: Must be detail oriented and possess excellent time management skills. Must possess minimum two years accounting degree. Must have minimum of one year of working knowledge of accounting procedures. Must possess a valid driver’s license. Must be proficient in Microsoft Office software programs. Must stay proficient in applications as technology progresses, and implement new technology as it is developed.

Physical Demands and Working Environment:

Occasional exposure to chemicals, fumes, moving parts and equipment.

Requires working in an office environment as well as occasional outside exposure to extreme heat/cold.

Must be a self-starter and self-motivator.

Must be able to work independently as well as in a team setting.

Working hours are subject to the demands of the job and may frequently extend well beyond the normal workweek.

Must possess judgment skills and ability to make sound decisions.

Must possess effective communication skills.

Must be able to understand, speak and write the English language.

Must be able to deal very well with the public.

Must adhere to the on-site safety plan and occupational practices to ensure the safety of employees, customers, and visitors.

Requires light to medium physical strength.

Physical demands require frequent sitting, standing, walking, talking, hearing, and eye/hand/foot coordination. Occasional lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, and reaching.

Revised: May 8, 2018

March 12, 2012