



## JOB DESCRIPTION

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<b>Position Title:</b>	<u>Senior Accountant</u>	<b>Department:</b>	<u>Finance</u>
<b>FLSA Status:</b>	<u>Exempt (Salary)</u>	<b>Reports To:</b>	<u>Controller</u>
<b>Grade:</b>	<u></u>	<b>Working Status:</b>	<u>Full Time</u>
<b>Effective Date:</b>	<u>January 2019</u>		

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### **Job Summary:**

The Senior Accountant provides critical support and back up to the accounting team with respect to financial reporting, internal control maintenance, interaction with outside auditors, financial analysis, capital planning, cash management, revenue recognition, process improvements, various accruals and other such activities as provided by the Controller in order to provide information about LCSWMA's performance to internal and external stakeholders such as business partners, creditors, tax authorities, customers, vendors and others.

### **Job Responsibilities:**

- Support LCSWMA's mission, philosophy, and commitment to the community by embracing these values and modeling them for your team. Foster a positive work environment with an emphasis on a culture of collaboration, innovation, safety, and wellness.
- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Prepare accurate and timely financial and analytical reports for internal and external stakeholders including, but not limited to, monthly financial statements, budgets and forecasts, and annual audit requests.
- Coordinate and manage the month and year-end general ledger closing process.
- Reconcile, analyze, and maintain general ledger accounts and financial data to ensure information is accurate and reliable.
- Track capital expenditures and maintain asset and depreciation schedules for capital funding and insurance needs.
- Reconcile daily cash activities and bank statements.
- Develop and maintain effective systems and controls to minimize risk and simplify processes.
- Coordinate with outside auditors, at the direction of the Controller, to complete audit requests and to provide accurate work product that reflects all work under audit.
- Coordinate and assist with workload for other accounting team members as assigned to ensure coverage.
- Ensure compliance of governmental and other organizational regulations.
- Advance LCSWMA's reputation and brand in the community by regularly participating in organizational outreach activities.
- Support a culture of safety by performing all responsibilities in accordance with LCSWMA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.
- Perform all work within Environmental Management System policies to ensure compliance with the procedures.

### **Education, Training, Certification or Experience:**

- B.S. degree in Accounting from an accredited college with 5+ years of experience in similar position or related field or a comparable combination of education and experience.

### **Technical Competencies:**

- High level of accounting knowledge, including a working knowledge of Generally Accepted Accounting Principles
- Experience with Microsoft Office suite, with proficiency in Excel and Word



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- Experience with ERP or accounting software and database reporting
- Excellent organizational, analytical and problem-solving skills
- Strong written, verbal and presentation skills
- Ability to work independently with limited supervision
- Ability to discreetly handle confidential information

#### Behavioral Competencies:

- **Drive for Results:** Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, takes accountability; for example, tracking his/her own performance against standards or measures.
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, sees patterns or trends; for example, spotting recurring problems.
- **Analytical Thinking:** Thinks through issues by separating out the parts of the problem or situation and thinking things through systematically. Applies judgement based on evidence and reasoning. Specifically, sees multiple relationships; for example, identifying several likely causes or consequences of a situation.
- **Teamwork and Collaboration:** Works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, has positive expectations; for example, understanding the pressures and constraints on peers in their team and beyond.
- **Attention to Detail:** Manages, tracks and attends to multiple pieces of information, bringing order and clarity. Specifically, checks own work; for example, using systems such as checklists to ensure accuracy.
- **Information Seeking:** A desire to know more and seek information to make informed decisions. Specifically, gathers information; for example, personally observing situations to understand them.

*I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.*

**Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_