



JOB DESCRIPTION

Position Title:	<u>Staff Accountant</u>	Department:	<u>Accounting</u>
FLSA Status:	<u>Non-Exempt (Hourly)</u>	Reports To:	<u>Controller</u>
Grade:	<u></u>	Working Status:	<u>Full Time</u>
Effective Date:	<u>April 22, 2019</u>		

Job Summary:

The Staff Accountant provides accounting and administrative support for the Accounting Department including account reconciliation, financial reporting, financial analysis, process improvements, general ledger management and other accounting activities in order to allow the department to meet the business objectives.

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.
- Reconcile, analyze, and maintain general ledger accounts and financial data to ensure information is accurate and reliable.
- Prepare accurate and timely financial and analytical reports for internal and external purposes.
- Assist the budgeting process through data compilation, ongoing review and performing analytics.
- Support all aspects of the month and year-end general ledger closing process to ensure an accurate and timely completion.
- Monitor and update internal control procedures and documents to ensure adequate controls are in place to limit risk and errors.
- Support year-end financial audit requirements and process.
- Assist the accounting team members to ensure adequate coverage of various duties.
- Advance LCSWMA's reputation and brand in the community by regularly participating in organizational outreach programs.
- 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 in order to comply with procedures.

Education, Training or Certification:

- B.S. degree in Accounting with 1 – 3 years of experience in similar position or related field.

Technical Competencies:

- Strong working knowledge of Generally Accepted Accounting Principles
- Experience with Microsoft Office suite, with proficiency in Excel and Word
- Experience with ERP or accounting software and database reporting
- Excellent organizational, analytical and problem-solving skills
- Strong written and verbal skills
- Ability to work independently and collaboratively in teams
- Ability to discreetly handle confidential information



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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:** _____