

JOB DESCRIPTION



Revised: 10.2022

Job Title: Accounting and Financial Analyst
Department: Accounting & Finance
Reports to: Accounting & Finance Manager
Pay Grade: 6
FLSA Status: Exempt

Purpose

The Accounting and Financial Analyst is responsible for being a high-level contributor to many of the core competencies within Accounting and Finance. These include, but are not limited to banking and account reconciliations; the production and distribution of financial reports; capital assets management; and internal auditing functions. The Accounting and Financial Analyst works as a liaison between the staff members to integrate data into relevant and meaningful metrics and reports to provide management with decision-making tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

Accounting

- Reconcile bank and investments monthly;
- Reconcile and report monthly landfill gas receivables and revenue;
- Month-end close and account reconciliations;
- Capital assets management including but not limited to depreciation, reconciliation, and reporting;
- Coordinate the annual audit process to ensure accounting standards, policies, and procedures, and produce the draft work papers, and
- Review payroll and quarterly reconciliations to ensure accuracy.

Reporting

- Produce monthly financial reports including profit and loss statements, projections, balance sheets and others, and
- Prepare presentation materials for Board of Trustees and Accounting and Finance Committee meetings.

Analytics

- Create dashboard metrics of financial and operational data, and
- Collect and analyze data from departments or projects for trend reporting.

Internal auditing

- Review data in internal disparate systems to ensure accuracy and completeness, and
- Conduct process reviews to ensure compliance, recommend process improvements.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in business, accounting, finance or related field, and
- Minimum 3-5 years of experience with general ledger, account reconciliations, procurement processes, financial/compliance audits, and payroll review and analysis.

KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of Microsoft Office Suite of products, including but not limited to: Excel, Outlook, Word, Access, PowerPoint, Adobe, and NetSuite, and
- Excellent communication skills, both verbal and written.

PHYSICAL REQUIREMENTS

- While performing the essential duties of this position, the individual is regularly required to sit, stand, walk, and use general communication tools.

WORKING CONDITIONS

- Office environment with low exposure to heat, cold, noise, and dust.

The above statements are intended to describe essential functions and related requirements of person(s) assigned to this job. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements.

ACKNOWLEDGMENT AND RECEIPT

I have read the attached Job Description and agree to abide by its provisions. I further understand that SWACO is an “at-will” employer and this document does not represent a contract of employment.

Employee Name (please print)

Employee Signature

Date