

JOB DESCRIPTION

JOB TITLE: Accountant
REPORTS TO: Controller
DEPARTMENT: Finance
FLSA STATUS: Exempt
GRADE: S10
SAFETY SENSITIVE: No

Apply at www.neorsd.org/careers

JOB SUMMARY

Reviews, monitors, prepares and reconciles accounting related transactions and processes. Uses related technological advances to ensure efficiency, accuracy and compliance. Performs other duties of a similar nature as may be required.

ESSENTIAL FUNCTIONS

- Provides information regarding accounting transactions to the accounting supervisors and managers. Provides support to various processes to various areas of the Finance department including accounts payables, accounts receivables, etc.
- Follows established accounting procedures, copy, collate, classify and organize accounting documents and transactions. Processes contractor estimates for payment as scheduled.
- Critically examines records, payments, and receipts for accuracy according to established contract agreements, rules, and department procedures.
- Analyzes, reconciles and generates payroll records and cash reports to the automated financial record keeping system.
- Works closely with department employees and others throughout the District to provide various accounting and other related financial services. Maintains good rapport with District employees and vendors who utilize finance and accounting services. Assist on District teams and projects. May fill in for other Finance department personnel, as needed.
- Prepares statistics, numerical, and accounting information for input into the management information system. Uses the computerized system to store and retrieve information. Monitors interfaces from maintenance management system and payroll system to the automated financial record keeping system.
- Maintains administrative documentation and makes appropriate adjustments. Posts journal entries and accounts payable transactions to the automated financial recordkeeping system. Assists in preparation of monthly cash receipts and disbursements reports.

- Prepares accurate cost and time estimates for finance system and make adjustments as required. Continually reviews finance system records for checks and balances.
- Ensures ongoing reconciliation of accounts between the District's financial database and identified banking institution(s). Ensures ongoing reconciliation of banking institution(s) and StarOhio accounts. Performs all other related duties surrounding these types of transactions. Pulls together and finalizes all relative data and information for accounts and runs month end reports.
- Performs other duties of a similar nature as may be required.

MINIMUM JOB REQUIREMENTS

EDUCATION

- Candidate must possess Bachelor's degree, preferably in Business Administration with a concentration in Finance and/or Accounting or a closely related field.

EXPERIENCE

- Candidate must possess four (4) years of experience in a progressively more responsible position where using accounting and financial principles, policies, procedures and methods are a major job responsibility.

OTHER REQUIREMENTS

KNOWLEDGE, SKILLS, AND ABILITIES

- Candidate must possess knowledge where responsibilities have been in a level between basic to medium accounting and/or finance duties and responsibilities. Progressive governmental reporting or financial analysis experience is preferred, but not required.
- Candidate must possess excellent verbal and written communication, analytical, problem solving, mathematics, and leadership skills, and good computer skills. The abilities to communicate effectively, analyze numerical data effectively, present complex information and forecast is also required.
- Candidate must possess the ability to be reliable and punctual in reporting to work as scheduled.

DISCLAIMER: The information outlined in this job description indicates the general nature and type of work performed by employees within this classification. It is not intended to provide a comprehensive inventory of all duties, responsibilities or competencies required of employees within this classification.

NEORS, an Equal Opportunity Employer

The Northeast Ohio Regional Sewer District is an Equal Opportunity Employer. We are committed to fostering a diverse and inclusive workforce, recognizing the full range of human differences and similarities. Through our unwavering efforts to leverage the potential of our diversity, we continually strive to build and foster an environment that respects each individual. We encourage and promote innovation, and provide opportunities for all employees to interact, communicate, and realize the full potential of their talents.

Our Employee Benefits & Wellness Programs

We offer a comprehensive employee benefits package including: Health Insurance Coverage, Various Retirement Planning Options (Ohio Public Employee Retirement System and Deferred Compensation Plans), Group and Voluntary Life Insurance, Flexible Spending Accounts, Employee Assistance Program, Tuition Assistance Program, Free Parking at our facilities, Corporate Discounts, and More! We also have a very active Health & Wellness Program that promotes a life/work balance.