



## OHIO WATER DEVELOPMENT AUTHORITY

# JOB OPPORTUNITY

*Bring support to an agency that develops and protects  
water resources for the people of Ohio.*

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**POSITION OPENING: ACCOUNTANT 1 (Operations)**

**HOURS:** Monday – Friday, 40 hours/week full-time.

**REPORTS TO:** Chief Financial Officer for Loans and Operations

SEND RESUME' as ATTACHMENT to: [HR@owda.org](mailto:HR@owda.org)

APPLICATION DEADLINE: August 31, 2018

This Position is Non-Exempt

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**JOB SUMMARY:**

Performs a variety of loan and operating accounting and related financial reporting activities of the Ohio Water Development Authority.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs monthly reconciliation of the loan processing system to the general ledger and posts corresponding general ledger entries.
2. Calculates year-end accruals and prepares audit work papers for loans receivables.
3. Assists with ensuring that borrowers are properly invoiced for loan repayments due in accordance with applicable loan contracts.
4. Reconciles operating fund receipts and disbursements.
5. Accounts for operations of the Authority, including annual accounts payable documentation, and depreciation of capital assets.

**OTHER JOB FUNCTIONS:**

6. Cross-trains on reconciling all loan repayments made via lockbox or electronic transactions.
7. Cross-trains on communicating with borrowers concerning audits, loan inquiries and other requests.
8. Assists with all audits of the Authority.
9. Assists with preparation and maintenance of the annual OWDA operating budget.
10. Cross-trains on weekly draws from online ASAP.gov.
11. Cross-trains on processing trustee and fee invoices.
12. Provides prompt customer service in a courteous and helpful manner.
13. Performs other duties as assigned.

**WORK ENVIRONMENT:**

Typical office environment, with minimal exposure to excessive noise or adverse environmental issues.

**QUALIFICATIONS AND REQUIREMENTS:**

The incumbent must:

1. Hold a minimum of a Bachelor's Degree in Accounting from an accredited institution.
2. Prefer a minimum of 2 years' experience in accounting.
3. Be able to communicate clearly and precisely, both orally and in writing.
4. Be able to manage multiple priorities, tasks and deadlines.
5. Have expertise in financial software and complex spreadsheet skills, and a working knowledge of other Microsoft Office applications.
6. Be able to meet the following physical requirements with or without reasonable accommodation:
  - a. Sit, walk, stand, use hands to manipulate, handle, feel, and control items or equipment;
  - b. Reach with hands and arms;
  - c. Talk and hear;
  - d. See and be able to read, write, and interpret text, spreadsheet, and graphical documents;
  - e. Occasionally lift and move objects weighing up to 25 pounds.

**BENEFITS:**

- Medical, dental, vision, disability and term life insurance coverage.
- Paid Sick leave, federal holidays, Vacation, and Personal leave.
- Retirement plan with the Ohio Public Employees Retirement System.

*The Functions, Responsibilities Qualifications, and Requirements listed above represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform. Equal opportunity employer.*