

To apply: Email cover letter and resume to hr@solidwasteagency.org.

The Cedar Rapids/Linn County Solid Waste Agency is an Equal Opportunity Employer.

CEDAR RAPIDS LINN COUNTY SOLID WASTE AGENCY

Accounting Associate

JOB DESCRIPTION

SUMMARY OF POSITION

The Accounting Associate is responsible for a broad set of accounting functions while assisting the Accounting Manager.

Work is performed under the direction of the Accounting Manager and supports Agency departments with allowed leeway for independent judgment and initiative.

POSITION RESPONSIBILITIES

- Processes monthly invoices and statements for charge account customers
- Responsible for all payments (currency, check, credit card and electronic): must be properly applied to customer charge accounts and bank deposited timely
- Completes deposit tickets and transacts with armored car services
- Prepares monthly payables report for the Finance Committee, Board and publishing
- Prepares monthly over 10K report for Finance Committee
- Responsible for submitting all ACH and electronic payments to vendors
- Prepares monthly recurring and non-recurring journal entries including pdf of journal entries backup
- Performs coding and data entry of the accounts payable function
- Responsible for the bi-weekly payroll process
- Maintains current position spreadsheet for payroll purposes
- Maintains vendor records/W-9's
- Prepares finance-related reports as required from public requests
- Prepares semi-annual HHM data for IDNR reports
- Maintains Agency contract list, filing and storage system
- Assists accounting manager with budget and audit preparation, as requested
- Attends staff, safety, environmental management system, Board and Finance Committee meetings
- Performs all work duties and activities in accordance with Agency policies and procedures
- Backs-up duties (as requested) when the accounting manager is out of the office
- Answers Agency phones when the administrative assistant is out of the office
- Performs related work as required

KNOWLEDGE, SKILLS, & ABILITIES

- Good knowledge of the practices, procedures, and methods in financial accounting processes
- Ability to analyze, summarize and present information
- Proficient in Oracle PeopleSoft
- Proficient in Microsoft Excel
- Proficient in WasteWorks
- Ability to maintain professional attitude and composure when dealing with difficult customers
- Ability to communicate professionally
- Ability to handle confidential and administrative information with tact and discretion

- Knowledge of business administration to assist in administrative functions
- Skill in operation of standard office equipment including computer, printer, copier, fax, calculator, and related office equipment
- Ability to perform administrative support activities including the collection and analysis of data and preparing management reports
- Ability to work cooperatively and to establish and maintain effective working relationships with colleagues

MINIMUM QUALIFICATIONS

- **Education:** Associate degree in Accounting, Finance or Business
- **Experience:** Intermediate (1-3 years) professional level experience in financial accounting processes; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Pay Grade: 5

FLSA Status: Non-Exempt (Hourly)

Pay Range: (Starting Hourly Wage \$21.35; Mid-Point \$24.76)

Pre-employment testing: Drug screen

Reviewed: 4/29/21