

# AUGUSTA WATER

## Job Description

**DATE:** February 2024

**JOB TITLE:** Senior Staff Accountant or Staff Accountant

**DEPARTMENT:** Finance

**FLSA:** Non-Exempt

**REPORTS TO:** Accounting Supervisor

**Category:** Non-Essential

### SUMMARY OF RESPONSIBILITIES

Perform professional accounting and financial work for Augusta Water and the Augusta Regional Landfill, as assigned, with minimal supervision. Serve as a backup to other finance department staff, as necessary, in performing the daily operations of the department and ensuring compliance with Augusta Water's accounting and purchasing procedures.

### ESSENTIAL JOB FUNCTIONS

1. Assist in accounting duties, including preparation of journal entries, bank reconciliations, general ledger account reconciliations, miscellaneous receivable billings, and various account analysis. Prepare monthly Landfill financial report and computation of reimbursement claim. Prepare various audit schedules, documents, and account analysis on an as needed basis for the annual audit.
2. Perform duties associated with procurement and purchasing for Augusta Water and the Landfill.
3. Serve as a backup to other finance department staff in performing the daily operations of the department, to ensure proper adherence to Augusta Water's accounting procedures and maintenance of internal controls. Complete cross-training in critical areas, with emphasis on the daily operations of the computerized financial systems. Document procedures and cross-train others in specifically assigned areas of responsibility.
4. May be assigned to specific projects and areas of responsibility that could include coordination of interfaces with warehouse inventory and billing systems, and various project analysis.
5. Perform other duties as assigned.

### WORKING CONDITIONS

1. Work is performed in a typical office environment. Normal sitting, standing, walking, stooping, bending, kneeling, reaching, and grasping are required. Repetitive movement using keyboard and office equipment is involved.
2. Minimal lifting is required (e.g., a 20-pound box of paper).
3. Must be able to fulfill bonding requirements.
4. Must possess the ability to deal with and maintain confidentiality of information.
5. Must be able to operate a motor vehicle and possess a valid Virginia Driver's License.
6. Must possess a device for means of communication (ex. phone or email.)

## **EMPLOYMENT CONDITIONS**

1. Pre-employment drug test
2. Pre-employment driving record review
3. Pre-employment criminal background check
4. Annual driving record review
5. Subject to a random drug and/or alcohol test

## **KNOWLEDGE AND SKILLS**

1. Senior Staff Accountant must possess a Bachelor's Degree in business or accounting, or equivalent coursework, training, and/or professional experience. Staff Accountant must possess an Associate's Degree in business or accounting, or equivalent coursework, training, and/or professional experience.
2. Experience in governmental or fund accounting preferred.
3. Knowledge of governmental procurement and purchasing is highly desired.
4. Prefer knowledge of Generally Accepted Accounting Principles and Governmental Accounting, Auditing, and Financial Reporting Standards.
5. Requires the ability to communicate in English, verbally and written. Requires the ability to understand written and verbal directions, procedures, and communicate to others.
6. Must be proficient in the use of current computer software for the office (email, office related computer systems and software, data analysis, and report preparation utilizing Microsoft Word, Excel, and other database applications). Prefer a working knowledge of the Internet, basic research, and electronic data communications.
7. Requires the ability to utilize mathematical formulas; to add and subtract, multiply and divide; to determine percentages and decimals; to utilize basic systems of algebra and to utilize statistical theory and inference.
8. Ability to perform several tasks at the same time.
9. Must be able to work independently with minimum supervision.

10. Must exhibit a positive attitude to effectively deal with the public, agency officials, visitors, and co-workers.

### **SAFETY REGULATIONS AND HAZARDS**

1. Must observe all Augusta Water safety rules and regulations (lifting safety, wearing seat belts, awareness of slip, trip, and fall hazards, etc.).
2. Must attend administrative safety meetings as scheduled.

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

### **APPROVALS:**

EMPLOYEE or APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_