

NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY

CLASS TITLE: STAFF ACCOUNTANT

SALARY RANGE: \$62,301 - \$89,652

STATUS: Full-Time; Benefits; Parking On-Site (included); Hybrid Work Schedule (after 6 months)

MINIMUM QUALIFICATIONS: Graduation from a recognized high school and five years of bookkeeping and general accounting experience; or equivalent combination of training and experience. A Bachelor's degree in finance or accounting from an accredited college or university is preferred. At the discretion of the Executive Director, general and specialized experience can be established for education.

KNOWLEDGE AND SKILLS: Knowledge of office systems and appliances and modern clerical and administrative practices; ability to prepare reports; capable of handling computerized bookkeeping system including cash receipts, cash disbursements, payroll, purchases, generating, tracking and processing invoices, and general journal entries; preparation of quarterly financial statements and assist in audit preparation; strong problem solving and analytical skills; ability to function well in a team-oriented environment; strong Excel skills; and familiarity with QuickBooks Pro and Microsoft Office 365 (Word, Excel, Teams, SharePoint and Outlook).

NATURE OF WORK: This is a highly responsible bookkeeping and accounting position. An employee in this class provides assistance to the managerial and professional staff and is responsible for all bookkeeping functions of the Authority.

Employee performs fairly complex accounting and bookkeeping duties requiring the exercise of independent judgment and action. Duties also include answering phones, routing mail, scheduling appointments, obtaining background information and documents. Work is performed in accordance with general organization policy but the employee is allowed latitude for exercising initiative in developing work methods and procedures and is expected to carry assignments to completion with a minimum of direction.

Employee receives general supervision from the Director of Administration and Contracts and is expected to exercise tact, discretion, and judgment in all areas of work.

HOW TO APPLY:

Interested candidates must submit a résumé and cover letter by email to: authority@nmwda.org.