

NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY

CLASS TITLE: Senior Staff Accountant

SALARY: \$73,763 - \$109,930 (to be paid at part-time rate)

STATUS: PART-TIME, BENEFITTED, ON-SITE (with the potential to become Full-Time, Benefitted, Hybrid)

MINIMUM QUALIFICATIONS: A Bachelor's degree in finance or accounting from an accredited college or university; five years of full-time general accounting employment or related work and ten years or equivalent combination of training and experience. At the discretion of the Executive Director, general and specialized experience can be substituted for education.

KNOWLEDGE AND SKILLS: Demonstrated knowledge of accounting, office systems and appliances; experience with computerized ledger systems including payroll, purchases and general journals and preparation of quarterly financial statements; advanced knowledge of excel; strong problem solving and analytical skills; ability to function well in a team-oriented environment; and familiarity with QuickBooks Pro.

NATURE OF WORK: The [Northeast Maryland Waste Disposal Authority](#) is a regional governmental entity providing recycling and solid waste management and planning services to the City of Baltimore and seven counties (Member Jurisdictions). The Authority has a comprehensive benefits package including participation in the State of Maryland's Health Benefits and Pension Programs. The Authority provides parking or will pay for a bus pass as appropriate.

This is a highly responsible accounting position. Employee must have the ability to prepare accurate, timely financial statements; process cash receipts and payables; conduct monthly and quarterly account reconciliations; analyze financial statements for discrepancies; review transactions and generate invoices; prepare budget reports; prepare workpapers and manage year-end audit.

Employee handles material which involves confidential information.

Employee performs fairly complex record keeping duties requiring the exercise of independent judgment and action. 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 or by fax to 410-333-2721.