

DuPage Water Commission
Job Description
Accountant

IDENTIFICATION

Position Title: Accountant
Department: Finance
Supervisor: Financial Administrator

JOB SUMMARY:

Under the direction of the Financial Administrator, the Accountant assists in the accounting and finance activities of the Commission including, but not limited to, the recording, preparing, and reconciliation of financial statements, investments, accounts payable, billing, and payroll.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:*

- Use accounting software to prepare journal entries, payroll, accounts payable, monthly billing, and bank reconciliations.
- Assist in preparation of the monthly finance and treasurer reports for the monthly Finance Committee and Board meetings.
- Input and produce accounts payable for the Commission's vendors.
- Prepare and submit entries for ACH/Positive Pay payments into the various bank accounts.
- Assist the Financial Administrator in recommending changes in procedures to make accounting and financial activities more efficient.
- Prepare and input Journal entries into the General Ledger.
- Reconcile investment lists and collateral lists to bank statements.
- Assist the Financial Administrator with the preparation of annual financial audits and management of requests from/reports for the external auditors.
- Ensure compliance with Internal Revenue Service and Government Accounting Standard rules and regulations.
- Assist the Financial Administrator with the annual budget preparation.
- Prepare bi-weekly and quarterly payroll tax filings.
- Assist in collecting and reviewing payment support materials such as lien waivers, shipping records, and other supporting documentation.
- Research, review, and documentation of real estate records and tax certifications.
- Maintain proper policies and procedures related to payroll, billing, accounts payable and other accounting functions.
- Assist in various Human Resources responsibilities related to employee benefits.
- Perform other duties as required or assigned which are reasonably within the scope of the duties as outlined above.
- Act as secondary backup to administrative staff in managing visitors and vendors to the DWC facilities, as directed.

* This list of essential responsibilities and functions is not exhaustive. The Commission reserves the right to supplement this list, particularly if the scope of duties in this position changes.

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SAFETY RESPONSIBILITIES:

- Follow all applicable safety policies and procedures and conduct activities in a safe manner.
- Inspect personal tools, equipment, and work area to identify safety hazards, and follow-up on corrective actions to eliminate such hazards.
- Voice any safety concerns to supervisor or Safety Coordinator.
- Recommend new safety policies and procedures to enhance workplace safety.

EDUCATION, TRAINING, AND EXPERIENCE:

Education:

Position requires a bachelor's degree in accounting, business management, finance or a closely related field. CPA Certification preferred but not required.

Experience:

Two (2) years of progressively responsible finance work, preferably in the public sector.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

- Ability to read, write, and speak English fluently.
- Knowledge of governmental accounting.
- Knowledge of computerized financial systems.
- Understanding of and proficiency with Computerized Maintenance Management System (CMMS) software.
- Ability to maintain confidentiality as appropriate.
- Ability to concentrate and pay close attention to detail while multitasking.
- Ability to work for periods of time with little to no supervision.
- Ability to deal with members of the Board, staff, and the public in a helpful, calm, and efficient manner.
- Ability to learn, understand, and adhere to all applicable safety precautions and procedures.

PHYSICAL AND MEDICAL STANDARDS:

- Must pass a pre-employment drug test and security background check.
- Standing, walking, reaching, stooping, crouching, twisting, bending, crawling, and climbing stairs and ladders.

WORKING CONDITIONS AND ENVIRONMENT:

The Accountant will spend most of his/her time in an office environment, but at times will need to meet and confer with staff personnel and other Commission employees in the pump station and in other locations throughout the Commission's facilities. Files are stored on shelves requiring periodic use of ladders or work platforms. Oils and other slippery fluids and substances occasionally can be found on floors in the pump room and other locations. High voltage electrical transformers and equipment exist in the pump

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room and other locations. Exposure to chemicals such as sodium hypochlorite can occur in the pump room and other locations.

LICENSES AND CERTIFICATES:

Must sign Confidentiality Agreement upon hire.

PERTINENT INFORMATION:

This is an hourly non-exempt position. Successful candidate must comply with all policies and practices of the DuPage Water Commission.

HOURS WORKED:

Working hours for this position is typically 7:00 am to 3:30 pm Monday through Friday, or as modified to meet operational needs.

Overtime:

As a condition of employment, shall be available to work overtime or work during non-business hours as required by the General Manager or authorized representative.

HOURS WORKED:

Forty (40) hours per week minimum.

Print Employee Name

Employee Signature

Date