

# SOUTHEAST BERRIEN COUNTY LANDFILL AUTHORITY JOB DESCRIPTION

## ACCOUNTING MANAGER

**Supervised by:** General Manager

**Supervises:** Gate Clerks and Bookkeeper

**Position Summary:**

Under the general supervision of the General Manager, oversees all administrative functions of the landfill including human resources, finance and public relations.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Oversees administrative operations of the landfill. Supervises clerks at the customer window, ensures all procedures are followed including acceptance of wastes, billing and pricing. Installs, maintains and trains others in the use of software. Secures and maintains landfill liability insurance.
2. Performs or supervises activities related to the general ledger. Develops and administers department budget, reconciles all landfill accounts and maintains related electronic and paper records.
3. Performs accounts payable and receivable functions including invoices, aging reports, purchase orders, requisitions and receipts. Maintains related electronic and paper records.
4. Performs human resources functions of the landfill. These functions include worker's compensation, health benefits, drug screening, retirement plan and maintenance of related electronic and paper files.
5. Maintains payroll operations, administers direct deposit and generates reports for the following: payroll, local, state and federal taxes, and worker's compensation.
6. Supervises administrative employees, hires and fires employees, takes disciplinary action when necessary, according to established procedures. Assigns, oversees and evaluates daily work.
7. Maintains positive relationships with customers and the public.
8. Assists general manager in the development and administration of annual budget. Assists with other financial decisions or recommendations to the Board of Directors.

9. Participates in safety training and attends safety meetings. Adheres closely to all safety policies and regulations in order to assure the safety of employees and the public.
10. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- An Bachelor's degree or the equivalent in accounting, business or a related field.
- Three or more years of related experience including administrative or supervisory experience.
- A valid operator's license.
- Knowledge of principles and procedures of solid waste management, marketing and sales.
- Considerable knowledge of applicable federal, state and local laws, rules and regulations concerning payroll, taxes and liability requirements.
- Considerable knowledge of bookkeeping practices and procedures.
- Knowledge of computer software including Word, Excel and Sage financial accounting applications.
- Knowledge of office operations, business English and records management.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Skill in the use of standard office equipment and technology.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, customers, representatives of governmental units, professional contacts, and the public.
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines and in emergency situations.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and see with good vision. The employee frequently is required to use hands and have the ability to reach with arms. The employee is regularly required to sit for extended periods, and occasionally required to stand, walk and stoop. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works in a business office setting. While on-site, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions and moving mechanical parts and/or machinery. The noise level in the work environment is usually quiet but may become loud.

**Submit resume and other pertinent information to:  
[rkras@sebclandfill.com](mailto:rkras@sebclandfill.com)**