

CASUAL ACCOUNTING SPECIALIST

Location: New Castle, DE

Hourly Rate: \$14.00-\$16.00

Opening Date: November 22, 2017

Closing Date: Until filled

I. POSITION SUMMARY

This position is responsible to provide basic accounting, auditing and finance functions in support of the Authority's financial operations. Primary functions may include performing general accounting duties, revenue reconciliations, preparing and entering general journal entries and account reconciliation. This position will work with various Finance staff to develop and analyze reports, interpret financial and statistical information and assist in the completion of various projects focused on budgeting, audit or financial reporting. Work is performed under the direction of the Manager of Financial Operations and Revenue Audit.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist accounting staff in monthly close process
- Filing of Finance Department work papers, invoices, and other related documents
- Research budget variances and provide info to accountants to be analyzed
- Perform general ledger account reconciliations
- Perform reconciliation of deposit reports
- Reconcile all revenue activity against total deposit information
- Investigate any issues identified during revenue activity reconciliation and check for all supporting documentation
- Review overages/shortages that were discovered during revenue activity reconciliation
- Prepare individual accuracy reports
- Run and verify daily traffic and revenue reports
- Research business issues impacting Authority operations
- Assist with documentation of processes and procedures
- Assist with accounting and financial reporting projects
- Collect statistical data for audit programs
- General clerical and data entry work as assigned
- Provide the highest level of customer service and professionalism to all internal and external customers

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of accounting, auditing and finance principles and practices
- General knowledge of office operations, business practices and use of technology
- Knowledge of all Microsoft Office applications and ability to use basic functions of the software
- Ability to maintain accurate and correct financial records
- Effective verbal and written communication skills
- Strong analytical skills
- Well organized
- Self-motivated and able to work independently
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma
- 3+ years of experience in a Business related field

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid driver's license

VI. ADDITIONAL REQUIREMENTS

- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- All potential employees will be subject to a background investigation and drug test

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, you also have the option of attaching a resume to the completed application.