

POSITION DESCRIPTION

Title: Staff Accountant

Department: Solid Waste

Job Analysis: July 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Accounting Manager

Subordinate Staff: Billing Account Specialist I, II and Senior Billing Account Specialists, Scale Operators, Operations Support Specialists, Chief Administrative Assistant - Solid Waste Maintenance

Internal Contacts: Solid Waste Staff, Officials and employees of the Commission Office, Budget & Purchasing Department, Accounting, CIS Department, Revenue Commissioner's Office, and the Sheriff's Department

External Contacts: General Public, Vendors, Customers, Insurance Companies, FEMA, State Agencies, Local Municipalities, Postal Service, 911 Addressing, District Attorney's Office, Health Department

Status: Classified/Exempt (S313)

Job Summary

The Staff Accountant – Solid Waste is Responsible for general accounting and system administration functions including: Assisting with daily accounting and budgeting operations for all cost centers in the department, including preparation of journal entries. This position assists with maintaining all accounting records and preparing special financial reports/statements and database queries as directed by the Solid Waste Management team. Assists in administering third-party software applications/programs for Solid Waste including the planning, coordinating and testing of all system changes and upgrades to ensure the application and peripheral devices will operate correctly in current as well as future environments. Analyze and identify system issues and communicate with vendors and CIS to determine solutions and implement such. Assists with submittal of reimbursement requests for FEMA disasters. This position also provides accounting guidance and daily technical support to end-users as well as support to all areas of customer service in the department.

Job Domains

A. Accounting and Financial

1. Review monthly financial/budget reports for proper account codes to revenues and expenditures by fund and line item. Prepare adjusting journal entries for submission to Accounting department.
2. Track all comprehensive monitoring and professional service expenses and report and resolve variances to budget on a monthly basis.
3. Verify that Departmental accounting records are correct and balanced on a monthly basis.
4. Assist in the tracking of Fixed Assets, calculation of depreciation and corresponding schedules and documentation.
5. Prepare purchase requisitions as needed and review and code corresponding invoices for submission to Accounting for payment processing.
6. Track CIS departmental inventory and monitor replacement schedules.
7. Perform general system user setups, install peripheral devices, troubleshoot issues.
8. Assist with preparation of the year-end schedules and accounting reports and corresponding journal entries.
9. Write and perform extensive sql queries for ad hoc data and reports.
10. Assist senior level staff with financial tasks and system related issues as needed.
11. Prepare various reports upon request.
12. Assist with all areas of departmental customer service.

B. Reports and Records Management

1. Maintain various reports as needed.
2. Ability to produce reports with report writer software (Crystal Reports).
3. Post to and maintain various data bases used for reporting.
4. Responsible for the integrity of data and the confidentiality of information.
5. Maintain all financial files in an organized and timely manner.
6. Ensures that files are kept up to date and purged according to the County Records Disposition Schedule.

C. Operations Responsibilities

1. Fills in for Senior Billing Account Specialists and other staff when necessary and must maintain current knowledge of all standard operating procedures of such which includes strong leadership skills in customer service.
2. Types and/or prepares correspondence, resolutions, agenda items and various reports and documents as requested.
3. Perform filing tasks.
4. Provide assistance and/or makes referrals to general public, various agencies and County employees.
5. Enter data and operate computers, copiers, scanner and printer when necessary.

D. Personnel

1. Create and update organizational chart for department.
2. Verify time on Kronos each pay period and work with managers to ensure accuracy.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Strong working knowledge of business software packages such as spreadsheets, data bases, and word processing.
2. Attention to detail and accuracy in accounting procedures.
3. Working knowledge of accounting software systems such as JD Edwards, MUNIS.
4. Math and analytical skills to perform accounting and bookkeeping operations.
5. Skills to prepare reports, complete forms, compose letters and accurately and neatly post journals and ledgers.
6. Problem analysis and problem-solving skills.
7. Skills to read and understand written instructions, manuals and correspondence.
8. Ability to operate office machines such as 10-key calculator, computers and copy machine.
9. Knowledge of accounting principles and procedures, particularly as it relates to governmental accounting.
10. Knowledge of general office procedures.
11. Project planning, organizing and scheduling by priority.
12. Ability to work independently with little supervision.
13. Skills to communicate effectively with office staff and general public.
14. Excellent team-work skills and relating well with other staff members.
15. *Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.

Other Characteristics

1. Willing to work nonstandard hours as necessary.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.

Minimum Requirements

1. Bachelor's degree in accounting or information technology or related field.
2. Accounting and bookkeeping experience of one (1) year. Governmental accounting preferably.

POSITION DESCRIPTION

Title: Collections Supervisor
Department: Solid Waste
Job Analysis: Feb 2011, Sept 2013, Oct 2015, Sept 2017, July 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Development & Environmental Director, Deputy Development & Environmental Director
Subordinate Staff: Assistant Collections Supervisor, Solid Waste Driver I, Solid Waste Driver II, Solid Waste Driver III, Solid Waste Technicians
Internal Contacts: Department Employees, Division Managers, and Commissioners
External Contacts: General Public
Status: Classified/Non-Exempt (314)

Job Summary

Responsible for directing the activities of all area Waste Collection crews, with the assistance of an Assistant Collections Supervisor. Waste Collection areas are divided into North Baldwin, headquartered at the Bay Minette Transfer Station, and South Baldwin, headquartered at the Magnolia Landfill. An Assistant Collections Supervisor **may at times** be headquartered at the Bay Minette Transfer Station to assist the Collections Supervisor. Work involves supervision of several types of heavy equipment operation as well as unskilled labor activities as well as planning and scheduling of waste pickup.

Responsible for planning, directing and coordinating the work of other subordinate employees. General direction is usually received from department administration. The employee has considerable latitude to use discretion in establishing work priorities, schedules, and related assignments. The employee will exercise independent judgment in carrying out assignments.

An employee in this job is frequently exposed to outside weather conditions, wet and/or humid conditions, toxic or caustic chemicals, and has the risk of electrical shock.

Job Domains

A. Supervision

1. Supervises daily work routines of collection crews, heavy equipment operators and laborers.
2. Monitors work in progress and makes on the spot corrections when necessary.
3. Inspects finished work for compliance with specifications.
4. Plans, organizes, directs and evaluates work of employees.
5. Makes certain all services are up to standard.
6. Establish and maintain recyclable program.
7. Makes adjustments in assignments, procedures and schedules.
8. Participates in selection of personnel; trains and instructs employees.
9. Enforces safety rules and other accident prevention measures.

B. Planning and Coordinating

1. Plans and schedules routes and collection activities.
2. Assists in developing budget.
3. Assigns work to subordinates.
4. Plans for necessary maintenance and repairs of equipment.
5. Trains solid waste drivers on routes as well as collections.
6. Prepares various reports concerning personnel, equipment and materials.
7. Coordinates work assignments with other operations.

C. Miscellaneous

1. Reads literature and attends formal training to improve knowledge and skills for both immediate and long term application to the job.
2. Maintains good public relations with citizens who live in assigned collection area which includes answering public complaints pertaining to County services.
3. Maintains operational records; prepares operational performance and other reports.
4. Assists in preparation of budget.
5. Liaison with other governmental agencies.

Knowledge, Skills, and Abilities

1. Thorough knowledge of materials, equipment, techniques and tools used in the specific area of operation.
2. General knowledge of safety hazards, safety measures to be observed and safety regulations for the specific area of operation.
3. General knowledge of department rules, regulations and procedures.
4. General knowledge of Federal, State and other regulatory agency rules effecting the operation.
5. Ability to plan, assign, and effectively supervise work of employees.

6. Ability to establish and maintain effective working relationships with associates and the general public.
7. Ability to establish and maintain a system of records, which are both clear and concise.
8. Writing skills to prepare clear and concise reports.
9. Ability to interpret and explain County policies and department procedures to employees.
10. Ability to estimate amounts of material and equipment required for a project.
11. Ability to communicate clearly, both orally and in writing.
12. Math skills to grade stakes, fill out gas logs, time sheets and payroll records.
13. Reading skills to read maps, etc.
14. Ability to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear.
15. Ability to stand, sit, climb, balance, stoop, crouch and crawl.
16. Specific vision abilities include close, distance, color and peripheral vision and depth perception.
17. The ability to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Other Characteristics

1. Willing to work overtime and weekends when necessary.
2. Willing to attend meetings and other work activities after work hours.

Minimum Requirements

1. Have a valid Commercial Driver's License and be insurable by the County's insurance standards.
2. Required extensive knowledge in planning, organizing, staffing, training and scheduling the work of subordinates.

POSITION DESCRIPTION

Title: Deputy Solid Waste Officer II
Department: Solid Waste
Job Analysis: September 2020, July 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: ~~Deputy Solid Waste Officer/Operations Coordinator,~~ Staff Accountant, Accounting Manager
Subordinates: None
Internal Contacts: Solid Waste Staff, Purchasing, Tax Assessor, Sheriff Department, Highway Department, CIS Department, License Inspectors Office, Code Enforcement
External Contacts: Property Owners, Residents, Waste Institutions, Utility Companies, Municipalities, Postal Service, 911 Addressing, District Attorney's Office, Health Department
Status: Classified/Non-Exempt (311)

Job Summary

The Deputy Solid Waste Officer II position will aid the Solid Waste Officer to ensure residences are in compliance with the mandatory collection requirements, in the unincorporated areas of Baldwin County. The position will work closely with Local, State and Federal Agencies to ensure compliance with Environmental Laws and Regulations as well as County Resolutions and Ordinances. This position is responsible for environmental complaint tracking and ensuring proper departments and agencies are notified of potential investigation assistance. This position will attend enforcement proceeds including but not limited to Show Cause Hearings and prosecution trials in District Court.

An employee in this job is frequently exposed to outside terrain and weather conditions.

Job Domains

Investigates and monitors illegal dumps, burning or other disposal complaints. Acts as a liaison with various regulatory state and local agencies and/or departments to document and track

specific problem areas or sites to bring about a unified resolution for all parties.

1. Participate in Show Cause Hearings.
2. Prepares summons for District Court complaints post Show Cause Hearing under the direction of the Deputy Solid Waste Officer/Operations Coordinator.
3. Coordinates with the District Attorney's Office on pending court cases.
4. Assists with complaints and investigation of illegal dumps and regulatory interface thereafter, this will be approximately half of the workload assigned to the position.
5. Provides documentation to the Billing Office to sign up non-participating residents.
6. Maintains all documents in an auditable state.
7. Assists Deputy Solid Waste Officer/Operations Coordinator in assisting Collections Operations as needed.
8. **Administers the systems administration functions as determined by the Accounting Manager.**

Knowledge, Skills, and Abilities

1. Computer skills in various programs.
2. Ability to communicate effectively with customers.
3. Math skills to perform basic mathematical operations.
4. Reading skills to understand various documents.
5. Knowledge of filing system.
6. Knowledge of County Commission procedures, as well as, general office procedures.
7. Ability to keep clerical records and prepare accurate reports.
8. Ability to prepare effective written correspondence and effective verbal skills.
9. Operate office machines such as typewriter, PC, copy machine, 10-key calculator, etc.
10. Knowledge of basic accounting procedures.
11. Self-motivated and team player.
12. Ability to organize heavy workload and accomplish required tasks.
13. **Ability to produce reports with report writer software (Crystal Reports).**
14. **Post to and maintain various data bases used for reporting.**
15. **Responsible for the integrity of data and the confidentiality of information.**

Other Characteristics

1. Ability to work under stress of recurring deadlines.
2. Must be willing to work overtime, weekends, and holidays to complete work within specified period of time.
3. Willing to travel as required.
4. Performs all other duties as required.

Minimum Requirements

1. Associate degree or equivalent, in an environmental science or related field.
2. ~~Two (2) years~~ **Five (5) years'** experience in local, state, and federal environmental regulations.
3. Experience with civil and criminal investigations desired.

4. Experiences with input and maintenance of customer service and complaint tracking databases.
5. Experience in service orientated field with heavy customer service preferred.