

POSITION DESCRIPTION

Title: Human Resources Director

Department: Solid Waste Department

Job Analysis: May 2023

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 and Environmental Director

Subordinate Staff: To Be Determined

Internal Contacts: Solid Waste Employees, County Departments

External Contacts: General Public, Training Organizations and Benefits Providers

Status: Classified/Exempt (S319)

Job Summary

The Human Resources Director guides and manages the overall provision and implementation of Personnel services, policies, and programs for the entire Authority. The major areas directed are: recruiting and staffing; organizational and space planning; performance management and improvement systems; organization development; employment and compliance to regulatory concerns; employee orientation, development, and training; policy development and documentation; employee relations; compensation and benefits administration; employee safety, welfare, wellness and health; and employee services and counseling.

The Human Resources Director originates and leads personnel practices and objectives that will provide an employee-oriented, high performance culture that emphasizes confidence, quality, productivity, high standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

The Human Resources Director coordinates implementation of services, policies and programs through Personnel staff and assists and advises Development and Environmental Director on Personnel issues.

Job Domains

A. Administration

1. Oversees the implementation of Personnel programs through Personnel staff. Monitors administration to established standards and procedures. Identifies opportunities for improvement and resolves any discrepancies.
2. Oversees and manages the work of Personnel staff. Encourages the ongoing development of the Personnel staff.
3. Develops and monitors an annual Personnel budget.
4. Conducts a continuing study of all Personnel policies, programs, and practices to keep management informed of new developments.
5. Leads the development of department goals, objectives, and procedures.
6. Establishes measurements that support the accomplishment of the Authority's strategic goals.
7. Direct preparation and maintenance of such reports necessary to carry out the functions of the department. Prepares periodic reports to track strategic goal accomplishment.
8. Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the Authority.

B. Training and Development

1. Defines all Authority-wide training programs.
2. Leads the implementation of the performance management system that includes performance development plans and employee development programs.
3. Establishes an in-house employee training system that addresses Authority training needs, including training needs assessment, new employee orientation and management development.

C. Staffing

1. Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
2. Conducts recruitment effort for all exempt and nonexempt personnel.
3. Supervises Personnel staff.

D. Employee Relations

1. Formulates and recommends Personnel policies and objectives for the Authority regarding employee relations.
2. Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
3. Conducts investigations when employee complaints or concerns are brought forth.

4. Monitors and advises managers and supervisors in the progressive discipline system of the Authority. Monitors the implementation of a performance improvement process with non-performing employees.
5. Reviews, guides, and recommends actions in regard to employment terminations, suspensions, demotions, and disciplinary actions.
6. Leads the implementation of Authority safety and health programs.
7. Reviews employee appeals through the company complaint procedure.

E. Compensation and Benefits

1. Establishes the Authority wage and salary structure, pay policies and oversees the various pay systems within the Authority.
2. Leads competitive market research to establish pay practices and pay scales that help to recruit and retain superior staff.
3. Monitors all pay practices and systems for effectiveness and containment.
4. Obtains cost effective, employee benefits; monitors national benefits environment for options and cost savings.
5. Leads the development of benefit orientations and other benefit training.
6. Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

F. Law

1. Leads Authority compliance with all existing labor, legal and government reporting requirements including the Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, etc. Works to minimize Authority exposure to lawsuits.
2. Directs the preparation of information requested or required for compliance with applicable laws. Approves all information submitted. Serves as the primary contact with the Authority attorneys and outside government agencies.
3. Protects the interests of employees and the Authority in accordance with Authority Personnel policies and governmental laws and regulations.

Knowledge, Skills, and Abilities

1. Skills to communicate with employees, applicants, and officials.
2. Skills to perform basic arithmetic functions.
3. Skills to complete various forms, records, and general correspondence.
4. Considerable knowledge of personnel functions and practices.
5. Knowledge and abilities to conduct job analysis.
6. Knowledge of state and federal laws that pertain to personnel activities.
7. Ability to work independently.
8. Knowledge of departmental policies and procedures and ability to apply them to work related problems.
9. Knowledge of general office procedures.

Minimum Qualifications

1. Possess a current driver's license and be insurable by the Authority's insurance standards.
2. Possess a bachelor's degree in management, personnel administration, human resources, or closely related field, and ten (10) years of progressive human resources experience or any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
3. Willing to travel for the purpose of professional development.
4. Willing to work non-standard hours as required.

POSITION DESCRIPTION

Title: Senior Accountant

Department: Solid Waste

Job Analysis: May 2023

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: None

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 (S317)

Job Summary

The Senior Accountant – Solid Waste is Responsible for general accounting and system administration functions including: Performing daily accounting and budgeting functions for all cost centers in the department, including preparation of journal entries and balance sheet account reconciliations. 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. Oversees all aspects of the purchasing function for the department from requisition submission, to purchase order assignment and A/P process along with reviewing the general ledger coding of such for accuracy. This position is key in assisting management with financial analysis of actual versus budget for both revenues and expenses. Identify, track and record all fixed assets and applicable depreciation expense. Responsible for submittal of reimbursement requests for FEMA disasters. Assists with tracking of grant monies and special project costs recapitulations. This position also provides accounting guidance to various staff as needed.

Job Domains

A. Accounting and Financial

1. Prepare and review monthly financial/budget reports for proper account codes to revenues and expenditures by fund and line item. Prepare and enter journal entries as assigned.
2. Track all comprehensive monitoring and professional service expenses and report and resolve variances to budget on a monthly basis.
3. Assist Senior Billing staff with verification of departmental accounting records to ensure accuracy and funds are balanced on a monthly basis.
4. Responsible for the tracking of Fixed Assets, calculation of depreciation and corresponding schedules and documentation.
5. Oversee the purchasing function including preparation of purchase requisitions as needed and review and code corresponding invoices for submission to A/P for payment processing.
6. Assist with preparation of the year-end schedules and accounting reports and corresponding journal entries.
7. Write and perform extensive SQL queries for ad-hoc data and reports.
8. Assist senior level staff with financial tasks and system related issues as needed.
9. Prepare various reports upon request.
10. Prepare schedules as necessary for auditing firm, including but not limited to year-end schedules and Financial Statement package.

B. Reports and Records Management

1. Maintain various reports as needed.
2. Ability to produce reports with report writer software (Crystal Reports).
3. Strong Excel skills for manipulating large datasets (pivot tables/dashboards).
4. Post to and maintain various databases used for reporting.
5. Responsible for the integrity of data and the confidentiality of information.
6. Maintain all financial files in an organized and timely manner.
7. 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. Assist with payroll processing as needed.

Knowledge, Skills, and Abilities

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

1. Strong working knowledge of business software, project accounting systems. Attention to detail and accuracy in accounting procedures.
2. Working knowledge of accounting software systems such as JD Edwards, MUNIS, Acumatica or other ERP or Project Accounting systems.
3. Math and analytical skills to perform accounting and bookkeeping operations.
4. Skills to prepare reports, complete forms, compose letters and accurately and neatly post journals and ledgers.
5. Problem analysis and problem-solving skills.
6. Skills to read and understand written instructions, manuals and correspondence.
7. Ability to operate office machines such as 10-key calculator, computers, and copy machine.
8. Knowledge of accounting principles and procedures, particularly as it relates to governmental accounting.
9. Knowledge of State of Alabama Competitive Bid Law.
10. Knowledge of general office procedures.
11. Project planning, organizing, and scheduling by priority. Ability to meet deadlines.
12. Ability to work independently with little supervision.
13. Skills to communicate effectively with office staff and general public.
14. Excellent teamwork 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 related in assigned work area.

Minimum Requirements

1. Bachelor's degree in accounting.
2. Progressive accounting and bookkeeping experience of five (5) years
3. Governmental accounting experience preferable.
4. Management or supervisory experience within an accounting department.
5. Experience with system conversions a plus.