

Accounting Specialist

Financial Assistance Branch
Office of the Secretary
Department of Natural Resources and Environmental Control
5 East Reed Street, Suite 200
Dover, DE 19901
Phone (302) 739-9941
Fax (302) 739-2137

Job Description

Title: Accounting Specialist
Supervisor: Terry L. Deputy
Location: Financial Assistance Branch, Office of the Secretary, Dover, DE 19901
Starting Salary: \$27,458/year and Benefits
Limited Term: August 1, 2013 through June 30, 2015 (extension contingent on funding)

The Financial Assistance Branch within the Delaware Department of Natural Resources and Environmental Control manages the Clean Water State Revolving Fund (CWSRF), and the accounting and financial management of the Drinking Water State Revolving Fund (DWSRF). The CWSRF and DWSRF programs provide financial assistance to municipal and private borrowers for wastewater and drinking water infrastructure needs.

The primary responsibilities of the accounting specialist will involve assisting with the review, processing, and initiating accounting transactions and documents in First State Financials (FSF), and general ledger accounting using QuickBooks. The incumbent will also assist with the coordination accounting documents as need in preparation for annual audits, and federal program evaluations reviews. Other duties may be assigned as appropriate.

The incumbent will be an employee of the Kent Conservation District assigned to the Financial Assistance Branch. This is a regular, full-time position with direct supervision by a Senior Accountant.

Responsibilities

1. Review, evaluate, and initiate accounting documents and transactions in FSF workflow
2. Process daily cash receipt transaction in FSF and QuickBooks
3. File and retrieve accounting documents as needed
4. Assist with monthly reconciliation of loan accounts as needed
5. Other duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of bookkeeping/basic accounting/basic auditing.
- Knowledge of office practices, procedures, and equipment.
- Knowledge of applicable accounting systems, budgetary processes, and auditing/reporting procedures.
- Knowledge of employing agency's program concentration, policies, and procedures.
- Knowledge of the applicable laws, rules, and regulations.

- Ability to apply analytical methods including computer applications to resolve bookkeeping/accounting problems.
- Ability to perform basic mathematical calculations.
- Ability to develop/recommend courses of action and express ideas clearly, concisely, and effectively, both orally and in writing.
- Knowledge of interrelationships of agency's accounting/program functions.
- Skill in completing special projects/studies.
- Skill in educating internal/external contacts regarding policies/procedures related to complex fiscal/financial/auditing activities.
- Ability to complete assignments across multiple functional areas.

Job Requirements

- Possession of an Associates degree or higher in Accounting or related field; or
- Possession of a Bachelors degree or higher in Accounting, Business Administration, Economics, Finance, Business Management, Computer Information Systems or related field; or
- One year experience in processing financial transactions in areas such as accounting, auditing, payroll, or taxes;
- One year experience in creating financial reports which includes combining and presenting financial data from multiple sources in an organized format;
- One year experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data;
- Six months experience in determining compliance of financial transactions with required documentation, computations, codes, signatures, and rules/regulations.

APPLICATION INSTRUCTIONS & DEADLINE

Please send a copy of your resume, cover letter addressing how you meet each qualification, and contact information for at least three references to: Financial Assistance Branch, Office of the Secretary, Delaware Department of Natural Resources and Environmental Control, 5 East Reed Street, Suite 200, Dover, DE 19901, Attn: Terry L. Deputy; or via email to Terry.Deputy@State.DE.US by July 31, 2013.

Contact: Terry L. Deputy, FAB Administrator (302) 739-9941

The Kent Conservation District is an Equal Opportunity Employer