

## **Senior Accountant Cal-Waste Recovery Systems**

Cal-Waste Recovery Systems is a premiere recycling and trash collection and processing company servicing the Greater San Joaquin, Sacramento County and Calaveras County areas. Since 1927, this family-owned business has provided extraordinary residential and commercial service to cities and counties at competitive rates.

### **Job Overview:**

Reporting to the Controller, the Senior Accountant is responsible for providing leadership in maintaining financial integrity within the organization. S/he is responsible for posting complex accounting entries into the company's books, managing the general ledger, performing a review of staff accountant work, reconciling complex accounts, as well as develops operational procedures and system controls to ensure data integrity. S/he must be a team player able to demonstrate those leadership skills and provide the job characteristics as follows:

### **Duties:**

- Coordinates the time and priorities of the accounting team.
- Coordinates operational data to ensure data integrity and accuracy.
- Assists with procedures and documentation of cash flow, including but not limited to bank reconciliation, cash uploads and maintenance of check registers, balance sheet and support schedules.
- Prepares and records asset, liability, revenue, and expense entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions, resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Produces payroll by initiating computer processing, verifying finished product, completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
- Tracks financial status; provides regular reports and recommendations to the controller and senior management.
- Plays an integral role in the organization's budgeting process.
- Increases productivity by developing automated applications, eliminating duplications, and coordinating information requirements.
- Regularly enhances job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Assists with monthly close and schedules all activities to ensure deadlines are met.
- Other duties as assigned.

**Skills and Qualifications:**

- 5+ years of hands-on accounting experience to include work with a private company.
- B.S. in Accounting or Business Administration.
- Strong general ledger, accounts payable, accounts receivable.
- Experience with Microsoft Dynamics GP, Soft-Pak waste management software, Managers Plus maintenance program and Microsoft Report Designer a plus.
- Strong technical skills in Excel and Microsoft Office Suite.
- Demonstrated ability to multi-task and adjust to varying demands.
- Proven analytical skills; use of independent judgment and ability to work with minimal supervision.
- Superior attention to detail.
- Exceptional judgment and trustworthiness. High integrity and ethical character.
- Able to handle responsibility, work independently, and maintain good working relationships with clients and coworkers.
- Eagerness for solving problems and a commitment to accepting responsibility.

**Benefits:**

Cal-Waste offers a great benefits package with health, dental, vision, life insurance, 401(k), vacation, sick leave, holidays and a simplified cafeteria plan along with a superior safety program.

Cal-Waste Recovery Systems is an equal opportunity employer.

**Please email your resume to [applications@cal-waste.com](mailto:applications@cal-waste.com)**