

# **Accounting Specialist**

## **Cal-Waste Recovery Systems**

### **Galt, CA**

Cal-Waste Recovery Systems is looking for an Accounting Specialist to join our dynamic accounting team located at our world-wide headquarters. Cal-Waste is a premiere recycling and waste recovery company servicing the Sacramento, San Joaquin and Calaveras County areas. Cal-Waste is a family owned business **92 years strong**. Check us out at [www.cal-waste.com](http://www.cal-waste.com).

#### **Position Summary:**

Reporting to the Assistant Controller, the Accountant is responsible for providing leadership in maintaining financial integrity within the organization. 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. Must be a team player able to demonstrate those leadership skills and provide the job characteristics as follows:

#### **Essential Duties and Responsibilities:**

- Directs the time and priorities of the accounting team.
- Coordinates operational data to ensure data integrity and accuracy.
- Reconciles Accounts Payable transactions such as landfill disposals and diversions, and Material Recovery Facility (MRF) labor contractor account.
- Responsible for processing and recording monthly credit card expenses.
- Assists in Accounts Receivable such as sending collection letters, processing preliminary notices, processing of credit applications and other AR duties as assigned.
- Deposits daily cash receipts remotely.
- 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.
- 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.
- Maintains confidentiality of organizational information.

- Assists with monthly close and schedules all activities to ensure deadlines are met.
- Other duties as assigned.

### **Qualifications, Knowledge, Skills**

- 5 years of hands-on accounting experience to include work with a private company.
- B.S. in Accounting or Business Administration.
- Experience with general ledger, accounts payable, accounts receivable.
- Experience with Microsoft Dynamics GP, Soft-Pak Solid Waste 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.

### **Specifications**

May be required to use the computer screen for extensive periods-of-time.  
Extended working hours when necessary.

### **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.