



POSITION DESCRIPTION

Job Title: Accounting Specialist
Status: Non-Exempt
Location: Galt, CA
Reports To: Controller
Effective Date: May 1, 2026

POSITION SUMMARY

Reporting to the Controller, the Accounting Specialist is responsible for reconciling accounts, assists with accounting activities, and ensuring records are maintained within Company policies. The Accounting Specialist must be a team player and provide the job characteristics as follows:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Records and analyzes financial information.
- Verify and process transactions.
- Reconciles Accounts Payable transactions such as landfill disposal and diversions, and detailed freight activity.
- Responsible for processing and recording monthly credit card expenses.
- Assists in Accounts Receivable such as sending collection letters.
- Accounts Receivable account reconciliations.
- Analyze Accounts Receivable trends.
- Provide support for external and internal audits.
- Deposits daily cash receipts remotely as needed.
- Demonstrates organizational skills to keep information from various accounts separate.
- Assists with procedures and documentation of cash flow, including but not limited to bank reconciliation, cash uploads, maintenance of check registers, and support schedules.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling, and resolving transactional discrepancies.
- Collaborates with co-workers to develop financial reports for management.
- Increases productivity by developing automated applications, eliminating duplications, and coordinating information requirements.

- Maintains confidentiality of organizational information.
- Other duties as assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS

- High School diploma or equivalent. Associates degree and above preferred.
- Minimum three years of hands-on accounting experience to include work with a private company.
- Experience with accounting sub-systems, accounts payable, and accounts receivable.
- Experience with Microsoft Dynamics GP, Soft-Pak Solid Waste Software, and Managers Plus Maintenance Program a plus.
- Strong technical skills in Excel and Microsoft Office Suite. Power BI a plus.
- Proven analytical skills, use of independent judgment, and ability to work with minimal supervision.
- Time management skills to ensure deliverables are completed in a timely manner.
- Strong communication verbal and written communication skills.
- Superior attention to detail.
- Exceptional judgment and trustworthiness. High integrity and ethical character.
- Demonstrated ability to multi-task and adjust to varying demands.
- Ability 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.

Pay Range

\$28.00-\$32.00