

**NEW Water
Job Description**



SECTION 1 DEMOGRAPHIC INFORMATION			
Job Title	Accounting Intern	Division	Business Services
Department	Accounting	Reports To (Job Title)	Accounting Manager
Full-Time / Part-Time	Part-time	Part-Time (Hrs per Wk)	
Pay Grade	\$13.87/hour (2021 pay structure)	Exempt/Non-exempt	Non-exempt
Adoption Date (original job description date)	October 13, 2020	Last Revision Date	October 13, 2020
Approved By (generally same as "Reports To")	Accounting Manager	Human Resources Approval Date	October 13, 2020
Director Approved By (Job Title)	Business Services Director		

SECTION 2 JOB SUMMARY
In support of the NEW Water culture of Safety, Respect, Team, and Environment, the Accounting Intern provides support to the Accounting department under the guidance of the Accounting Manager. The position is responsible for assisting in Accounting duties and functions in the areas of accounts payable, accounts receivable, billing, annual audit, fixed assets, and purchasing.

SECTION 3..... DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES	
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed	
Description of Duties	Frequency
Key Area: Accounts Payable Processing Assistance	40% of job
Matches Invoices to purchase orders and receiving reports.	Daily
Verifies authorization for payments.	Weekly
Assigns general ledger account numbers and payment terms to invoices.	Daily
Index packing slips, invoices, credit card statements, and reports into financial system software.	Daily
Processes accounts payable payments.	Weekly
Reconciles accounts payable.	Monthly
Assists with other accounts payable duties including preparation of 1099s, management of accounts payable records, and maintenance of vendor information.	Annually/as needed
Key Area: Accounts Receivable Processing Assistance	30% of job
Accurately process and send customer invoices for Hauled Waste received, Industrial Pretreatment Program, Municipalities treatment services and other miscellaneous.	Monthly
Applies payments to customer accounts.	Weekly
Follows up on past due customer accounts.	Monthly
Reconciles accounts receivable with the subsidiary ledger to the general ledger.	Monthly
Key Area: Purchasing Assistance	20% of job
Assists with obtaining and maintaining certificates of insurance	Daily
Process and expedite store room orders	Weekly
Assist with Vendor Managed Inventory	As needed
Key Area: Miscellaneous	10% of job
Assist in creating standard operating procedures.	As needed
Assists Administrative Services with front desk.	As needed

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Other:	
Perform other job related duties as assigned.	
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	
Follow organizational policies and procedures.	

SECTION 4 EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
High School + one semester of accounting related courses	Must be a student working toward a degree in Accounting or a related discipline.
Additional Information Regarding the Required Education:	

SECTION 5 EXPERIENCE REQUIRED	
Years of Experience	N/A
Other Specific Experience Required or Preferred	

SECTION 6 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Current and valid Wisconsin motor vehicle operator's license.	Y	
Preferred Certification/Licensure		
N/A		

SECTION 7 ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of acceptable and sound accounting practices. Effective oral and written communications skills, including the ability to understand and follow instructions. Possess interpersonal skills necessary to deal effectively with internal and external customers. Ability to establish and maintain effective working relationships with co-workers.

SECTION 8 SOFTWARE / TECHNOLOGY UTILIZED
Microsoft Outlook, Word, Excel, SharePoint, IBM Maximo, Databases, Tyler Munis, Microsoft Dynamics

SECTION 9 EQUIPMENT / MACHINERY UTILIZED
Computer equipment, adding machine/calculator, copiers, phones, fax machine, front gate

SECTION 10 JUDGMENTS / DECISION-MAKING: IMPACT	
Description of Duties	Check One
Job Centered / Work Unit: Decisions made are typically isolated to an individual's job or work unit.	<input checked="" type="checkbox"/>
Department-Wide: Decisions made may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<input type="checkbox"/>
Multiple Departments: Decisions are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
Entire Organization: Decisions are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	<input type="checkbox"/>

SECTION 11 JUDGMENTS / DECISION-MAKING EXAMPLES		
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Example of Decision / Judgment (3-5 examples)	Job Title of Who Reviews (If Anyone)	Frequency
Process Accounts Payable Invoicing	Director of Business Services or Accounting Manager	Weekly
Reviews billing for accuracy and reasonableness	Accounting Manager	Monthly
Reconciliation of Accounts Payable and Accounts Receivable Accounts	Accounting Manager	Monthly

SECTION 12..... PROBLEM SOLVING	
Example of Problem (3-5 examples)	Resources Used
Accounts Payable – Delaying processing invoices for payment if proper approvals are not in place	Dynamics/Munis, SharePoint & Maximo
Uniform Inventory –inventory not laundered timely, review and make recommendation of disposition (potential loss of inventory or inventory levels too high)	Vendor supplied data
Credit Card Processing – general ledger code missing, receipt missing, receipts not matching credit card statements	Credit Card Statement, Receipts

SECTION 13WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS		
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
Director of Business Services	Accounts Payable Reporting	Weekly
Accounting Manager	Accounts Payable, Accounts Receivable, 1:1 meetings, coach, provide assistance	Daily
Accounting Specialist	Accounts Payable, Accounts Receivable, provide assistance	Daily
Buyer	Purchasing and Inventory	Daily

SECTION 14SUPERVISION / MANAGEMENT AUTHORITY			
Action	Yes	No	Provides Input
Screen / Interview Applicants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hire / Promote Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Written / Verbal Warnings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Work Schedules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coach Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Train Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Employees <u>Directly</u> Supervised	
# Employees	Job Title
	N/A
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title
	N/A

SECTION 15.....WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Work is performed mainly in an office environment; however, the incumbent may be exposed to hazardous environments on an exception basis. Refer to ErgoFactor Job Analysis for similar position, Accounting Specialist. <S:\Safety\Blankenheim Project\Business Services\Accounting Specialist.pdf>

SECTION 16ADDITIONAL COMMENTS

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THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES OF DUTIES THAT MAY BE ASSIGNED TO ITS INCUMBENTS. IT SHOULD NOT BE INTERPRETED AS DESCRIBING ALL OF THE DUTIES THAT WILL BE REQUIRED OF EMPLOYEES OR BE USED TO LIMIT THE NATURE AND EXTENT OF ASSIGNMENTS THAT AN INDIVIDUAL IS REQUIRED TO PERFORM.

JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.