



Southeastern Public Service Authority (SPSA) is a political subdivision of the Commonwealth of Virginia.

SPSA operates an integrated solid waste management system and serves a region expanding over 2,000 square miles that includes eight member communities (Chesapeake, Franklin, IOW, Norfolk, Portsmouth, Southampton County, Suffolk and VA Beach) in Southeast Virginia since 1985.

SPSA is currently in search of a **Senior Accountant** to join our team.

The Senior Accountant will perform varied work in support of SPSA's accounting functions, including the preparation, and processing of bi-weekly payroll, annual W2's, and maintaining SPSA's financial records.

- Accurately processes bi-weekly payroll verifying proper deductions are taken. Processes pay garnishments in a timely manner. Maintains financial security by following internal accounting controls.
- Responsible for the coordination and preparation of monthly invoicing to customers.
- Prepares and reconciles to general ledger various monthly reports including but not limited to prepaid expenses, tonnage reports and contracts.
- Maintains fixed asset subsidiary ledger, including periodic physical inventory of fixed assets.
- Manages various inventory subsidiary ledgers. Plans, organizes, and supervises annual physical inventory of parts. Prepares journal entries to bring inventory values into general ledger and prepares year-end adjusting entries.
- Prepares and generates complex reports for distribution to SPSA executive staff for their use in making management decisions. Works with executive staff to design reports to best meet their needs.
- Assists customers to ensure that billing disputes are resolved effectively and diplomatically. Responds to customer's concerns and serves as direct liaison with SPSA's commercial customers and member communities.
- Oversees the proper registration of new customer vehicles. Manages truck load data and codes that are entered into computer system generating credit transaction tickets which are distributed to customers and the proper SPSA department.
- Prepares, compiles, and maintains supporting documentation for all lines of insurance coverage.
- Monitor income and expense accounts and prepare accruals to ensure GAAP compliance.

- Prepares spreadsheets, journal entries and other necessary documents in preparation for and in response to the annual financial audit.
- Makes mathematical calculations, checks and maintains various accounting tables and reports.
- Compiles data for the preparation of budget requests.

MINIMUM QUALIFICATIONS

Bachelor's degree in Finance or Accounting or any combination of education and experience equivalent to graduation from high school, supplemented with four semester courses of college level accounting, and five years of experience in general accounting.

Experience in Microsoft Suite-must possess an intermediate to Advanced skill level with Excel to include pivot tables and complex formulas.

APPLICATION PROCESS

Please apply directly to the SPSA website and include your resume and contact reference information:

<https://spsa.com/work-us/employment-opportunities/senior-accountant>

Location:

723 Woodlake Drive
Chesapeake, VA 23320

Hours: 8:00am – 4:00pm

Minimum Starting salary \$60,016.68