



Gary Sanitary District

Job Vacancy

Accounting Analyst- PO's

Department: Finance

Salary: 49,440.00

Reports To: Finance Manager

Status: Full-Time

Date posted: Friday, March 22, 2024

Date Removed: Friday, April 5, 2024

JOB DESCRIPTION:

Responsible for creating daily purchase orders, entering data, and reconciling balances for Gary Sanitary District departments. Create Purchase Orders using GSD financial software and database for company supplies and services. Collaborate with Finance staff to transfer Mainsaver purchase orders to RDS purchase orders. Provide reports on all purchase orders created and issued including creating and maintaining Claims List for Board meetings. Organizes paid claims and prepares for filing. Analyze Outstanding Purchase Order Report on a continuous basis to ensure prompt vendor payment. Prepares Bank Reconciliation Statements of Fund Balance. Performs and maintains fixed asset documentation. Assists in monthly and year-end closing process. Performs related duties as assigned.

QUALIFICATIONS:

An Associate's degree in accounting, business, or related field and/or four (4) years' experience preferred in financial services, public finance, municipal government, treasury, consulting or related field; or any equivalent combination of education, training and experience. Good verbal and written communication skills; experience with computerized financial systems (RDS preferred) and strong Excel spreadsheet skills required; must have a high attention to detail and be organized; effective interpersonal skills in with dealing with internal departments and the public. Ability to lift and/or move up to 25 pounds. Ability to learn Gary Sanitary District practices, policies and procedures; ability to multi-task and to work effectively in a fast-paced environment. Must perform duties involving confidential and sensitive information as well as maintain confidentiality at all times.



Apply at [Garysanitary.com/careers](https://garysanitary.com/careers) no later
than Thursday, April 5, 2024