

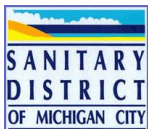


DATE: September 28, 2021

RE: Job Posting – Staff Accountant

This is to advise that the Sanitary District is seeking a Staff Accountant. Staff Accountant provides support for all of the District's accounting functions and financial reporting. The Staff Accountant assists the Financial Manager with all daily accounting, requisitioning, purchasing, claims, budget management, cost benefit analysis, and forecasting. Please see the Job Description for more information.

Application packets can be obtained at the Sanitary District's Administrative Office located at 1100 E. Eight Street, Michigan City or at <http://www.mcsan.org/StaffAccountant-packet.pdf>. Completed applications will be accepted at the Sanitary District Administration Office located at 1100 E. Eighth Street, Michigan City, IN, 46360, Monday through Friday, from 7:00 am to 3:30 pm. Application deadline: 3:30 pm, October 5, 2021.



SANITARY DISTRICT OF MICHIGAN CITY, INDIANA
APPLICATION FOR EMPLOYMENT
 An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decision be based on job-related factors. This application for employment will remain active for a limited time. Ask organizational representative for details.

Answer each question fully and accurately. No action can be taken on this Application until you have answered all questions. Use blank paper if you do not have enough room on this Application. PLEASE PRINT, except for signature on back of Application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Job Applied For: Staff Accountant Today's Date: _____

Are you seeking: Full-Time Part-Time Temporary/Seasonal employment? Start Date: _____

Last Name _____ First Name _____ Middle Name _____ Telephone Number _____

Present Street Address _____ City _____ State _____ Zip _____

Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.) Yes No
 If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Social Security Number (optional) _____

Have you ever applied here before? Yes No If yes, when? _____
 Were you ever employed here? Yes No If yes, when? _____

Have you ever been convicted of any law violation (except a minor traffic violation)? Yes No
 If yes, give details _____
(A "yes" answer does not automatically disqualify you from employment, since the nature of the offense; date and job for which you are applying are also considered)

Are you now or do you expect to be engaged in any other business or employment? Yes No
 If yes, please explain _____

For Driving Jobs ONLY: Do you have a valid driver's license? Yes No
 Driver's License Number: _____ Class of License _____

Have you had your Driver's License suspended or revoked in the last three (3) years? Yes No
 If yes, give details _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, or other protected status). _____

List Name and Address of Schools	No. of Years Completed	Diploma/Degree/Certificate	Subjects Studied
High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			
What skills or additional training do you have that relate to the job for which you are applying: _____			
What machines or equipment can you operate that relate to the job for which you are applying: _____			

List names of employers with present employer listed first. Account for all periods of time including military service and unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

Have you worked or attended school under any other name:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, give details. _____		
Are you presently employed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, whom should we contact? _____		
Have you ever been fired from a job or asked to resign?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain. _____		
List three references, not relatives or former employers:		
Name:	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please Read Each Statement Carefully Before Signing

I certify that all information provided in this employment Application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered later. I also understand that the employer may request an investigative consumer report from a consumer-reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer-reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this Application. I also authorize whether listed or not, any person, school, current employer, past employer and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that this Application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period. If employed, I understand I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice. I have read, understand and by my signature consent to these statements.

Signature: _____ Date: _____



MICHIGAN CITY SANITARY DISTRICT

JOB DESCRIPTION

JOB TITLE: Staff Accountant

GENERAL DESCRIPTION

This position reports directly to the Financial Manager.

Staff Accountant - The Staff Accountant provides support for all of the District's accounting functions and financial reporting. The Staff Accountant assists the Financial Manager with all daily accounting, requisitioning, purchasing, claims, budget management, cost benefit analysis, and forecasting.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Financial Manager. This position does not involve supervision of other employees.

DUTIES

- Ensure internal controls are being followed and that substantiating documentation is approved, created, and available such that all purchases pass independent and governmental audits.
- Assist the Financial Manager and General Manager in the preparation of operating budgets for the different program areas/departments of the District.
- Prepare financial reports for the organization, including, but not limited to, organizational revenue/expense and balance sheet reports, reports to funding agencies, and contract/grant budgets.
- Provide backup support for payroll processing.
- Prepare monthly reports, including reconciliations, as well as financial statements and cash flow projections for use by District, as well as the Controller's Office.
- Perform Accounts Payable and Accounts Receivable processing.
- Maintain the inventory of all fixed assets.

- Implement new accounting software and providing backup support to others relating to accounting, bookkeeping, customer service, and purchasing.
- Perform other duties as assigned

EDUCATION, EXPERIENCE, KNOWLEDGE, AND ABILITIES

The following education, knowledge, and experience requirements and preferences will qualify the candidate for this position:

Education and Licenses

The following education and license requirements and/or preferences apply:

- Bachelor's Degree in Business Administration or Accounting from an accredited college or university, is required.
- Certified Public Accountant (CPA) License is preferred.

Knowledge

This position requires the Knowledge of:

- Utility and Government accounting practices.
- New World or Other Financial Accounting Software.
- General office software, particularly the Microsoft Office Suite and creation and use of databases and spreadsheets.

Experience

The following experience requirements and/or preferences apply:

- A minimum of three years of accounting experience is required.
- Experience with Utility and Government accounting practices is preferred.
- Experience with New World or Other Financial Accounting Software is preferred.
- Experience with general office software, particularly the Microsoft Office Suite and creation and use of databases and spread sheets is required.

Abilities

The following abilities are requirements for this position:

Staff Accountant -

- Operate and utilize the District's Financial Accounting Software.
- Assist in creating financial statements and budget documents.
- Recognize and be responsive to the needs of the District and all customers, including funding organizations, the Board, local government, participants, and employers.
- Communicate effectively in both written and verbal form with all staff throughout the Sanitary District and the City of Michigan City, contractors and vendors, elected officials, and the public.
- Use advanced office equipment technology and advanced computer software, such as Microsoft Office, Outlook, Tyler Technology products, and Software Solutions Products.

SPECIAL REQUIREMENTS

- Ability to sit, twist, lean, operate a keyboard, lift files and reports from desktops or file drawers and be able to interface and meet with staff throughout the District campus.
- Ability to perform field work, including construction site visits.
- Successfully pass a physical examination, including drug and alcohol screening.
- Must be able to lift up to 25 pounds at times.

SPECIAL WORKING CONDITIONS

Persons in this position require moderate physical activity and long periods in a seated position working in front of a computer terminal. The position may also include frequent disagreeable working conditions such as noise, fumes, odor, and hazardous chemicals located near the work site.