

## Job Description

<b>Job Title:</b>	Staff Accountant II
<b>Department:</b>	Fiscal
<b>Reports to:</b>	Accounting Supervisor
<b>FLSA Status:</b>	Exempt
<b>Approval Date:</b>	December 14, 2001
<b>Review/Revision Date:</b>	February 13, 2019
<b>Salary Range:</b>	\$47,064 - \$70,050
<b>Funding:</b>	Grant
<b>Duration:</b>	Indefinite

### ORGANIZATION AND PURPOSE

Workforce Solutions Alamo is a nonprofit organization that serves as the leadership and governing body for the region's workforce development system. Workforce Solutions Alamo is responsible for over \$100 million dollar budget consisting in local, state, and federal funds. Our mission is Working to Strengthen the Alamo regional economy by growing and connecting talent pipelines to employers. We are guided by the core values of Integrity, Excellence, Innovation, Collaboration, and Accountability.

Workforce Solutions Alamo is governed by a 25-member Board of Directors that reflects the diverse constituencies of the regional community: business, economic development, education, labor, community organizations, and government. Our service area includes the counties of Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson.

### GENERAL DESCRIPTION

Performs complex accounting work. Work involves preparing or supervising the preparation of financial statements, records, documents, or reports. Will specialize in a phase of accounts payable, such as federal funds accounting, property and equipment control, cost, or bond servicing. Requires limited supervision and exercises discretion and independent judgment in matters of significance as related to the general business operations of the agency. Performs other relevant duties as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### **Accounting Function**

- Prepares financial statements with schedules and exhibits.
- Prepares complex technical reports such as those dealing with estimates, expenditure data and budget items.
- Prepares TWC monthly reports, related worksheets, and cost allocations.

- Prepares status analyses of funds and expenditures, including WSA Board reports.
- Prepares various reports, such as those dealing with federal grants, regulations, and statistics, as required.
- Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as revenue collected and deposited.
- Prepares TWC cash draw downs.
- Assists in planning procedures and regulations to control the disbursement of allocated funds, preparing letters of instruction, manual revisions, and related forms as necessary.
- Prepares budgets for submission to TWC and Department of Labor.
- Maintains accounting records on expenditures and revenue collected, the preparation of journal entries.
- Preparation of 1099 Forms
- Maintains fixed asset records and is responsible for related audit schedules.
- Performs fixed asset reconciliation.
- Monitors and reviews bank statements and prepares bank reconciliations.

#### **Contractor, Special Grant, and Accounts Payable Support**

- Reviews and aids in the planning of contractor and special grant budgets.
- Processes contractor and special grant expenditures and reimbursements.
- Processes vendor and overhead invoices.
- Reviews and monitors contractor monthly cost summaries, budget amendments, and closeout packages.
- Prepares invoices due to WSA for facility use by contractors and other agencies.

#### **Other Functions**

- Works on special contracts and projects as assigned.
- May attend committee and contractor meetings.

A position utilizing this classification will be designated as security sensitive, per Vernon's Texas Codes Annotated, Labor Code, Section 301.042

**GENERAL/ORGANIZATIONAL COMPETENCIES**

<b>Quality/Compliance:</b> Achieving a standard of excellence with our work processes and outcomes, honoring WSA policies and all regulatory requirements.
<b>Communication:</b> Balancing listening and talking, speaking, and writing clearly and accurately, influencing others, keeping others informed.
<b>Initiative:</b> Taking ownership of our work, doing what is needed without being asked, following through.
<b>Efficiency:</b> Planning, managing time well, being on time, being cost conscious, thinking of better ways to do things.
<b>Customer Focus:</b> Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer rather than our department or Workforce Solutions Alamo (WSA).
<b>Collegiality/Collaboration:</b> Being helpful, respectful, approachable and team oriented, cooperating with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.
<b>Integrity/Transparency:</b> Upholds social, ethical, and organizational norms and values; firmly adheres to codes of conduct and ethical principles; behaves consistently, and is open, honest, and trustworthy; acts without consideration of personal gain.
<b>Continuous Learning &amp; Self Development:</b> Being receptive to feedback, willing to learn, embracing continuous improvement, proactively investigating new perspectives, approaches, and behaviors.
<b>People Management (for those with direct reports):</b> Setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable.

**GENERAL QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Will possess a bachelor’s degree in Accounting, Finance, or Business Administration from an accredited four-year college or university, with a minimum of 12 semester hours in accounting and 3-5 years of full-time experience in accounting. Two years of full-time experience in accounting or auditing may be substituted for each 30 semester hours of the required education. A license as a CPA in Texas will satisfy the experience requirements.

### **SKILLS and ABILITIES**

- Working knowledge of Windows: Excel, Access, and Word and principles and procedures, budget controls, accounts payable/receivable, and purchasing methods and procedures.
- Ability to perform complex accounting transactions, to interpret laws and regulations, and to interpret and apply complex accounting theory.

### **OTHER QUALIFICATIONS**

- Must be legally eligible to work in the United States.
- Must have proof of a valid driver's license and auto insurance.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See the Job Activity Requirements for the Essential Job Functions attached and description of the work environment.

Workforce Solutions Alamo is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The position will close when filled.

**Equal Opportunity Employer**