

Job Description

Job Title:	Staff Accountant III
Department:	Fiscal
Reports To:	Controller
FLSA Status:	Exempt
Approval Date:	October 18, 2017
Review/Revision Date:	October 18, 2017
Salary Range:	\$51,888 - \$77,230
Funding:	Grant
Duration:	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 advanced accounting work. Prepares financial analyses and reports; establishes, maintains, the use of accounting systems, procedures, and controls; and prepares agency budgets. Attends meetings when appropriate. Requires minimal supervision and exercises discretion and independent judgment in matters of significance as related to the general business operations of the agency. Regular attendance is required for this position. Performs other relevant duties as assigned.

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reconciles the bank accounts.
- Draw funds from Cash Draw for paying the contractors bills.
- Review coding and process invoices from contractor on client expense from Gazelle.
- Develop automated process for cost allocation of WSA's expenditures.
- Develops systems for the maintenance of financial records, making use of current technologies
- Creates forms and manuals for accounting and bookkeeping personnel.
- Closeout of individual grants in a timely manner ensuring that after the grant is closed there is no other posting to closed grants.
- Fully manage multiple funding streams to include posting journal entries.
- Works with the accounting manager on appropriate fiscal strategies for the organization. Prepare audit schedules such as the Schedule of Expenditures.
- Reviews expenditures to ensure budget limits are not exceeded; functions as a consultant on budget matters to agency administrative, supervisory, and technical personnel, when requested
- Prepares monthly operating statements, financial statements analyses, and reports.
- Analyzes cumulative monthly expenditure runs and status of funds reports on state and federal funds and conducts the continuous reviews and analyses necessary in controlling the expenditure of funds and developing stable expenditure patterns.
- Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs.
- Reviews various records, reports, applications, and contracts.
- Develops processes to streamline the Accounts Payable function.
- Accepts assignment of special projects and completes each in a manner acceptable to the requestor. Works closely and harmoniously with other department personnel and outside agencies.
- May Provides staff training and cross-training to new and existing staff as necessary for efficient department operation.

GENERAL/ORGANIZATIONAL COMPETENCIES

Quality/Compliance: Achieving a standard of excellence with our work processes and outcomes, honoring WSA policies and all regulatory requirements.
Communication: Balancing listening and talking, speaking, and writing clearly and accurately, influencing others, keeping others informed.
Initiative: Taking ownership of our work, doing what is needed without being asked, following through.
Efficiency: Planning, managing time well, being on time, being cost conscious, thinking of better ways to do things.
Customer Focus: 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).
Collegiality/Collaboration: 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.
Integrity/Transparency: 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.
Continuous Learning & Self Development: Being receptive to feedback, willing to learn, embracing continuous improvement, proactively investigating new perspectives, approaches, and behaviors.
People Management (for those with direct reports): Setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable.

GENERAL QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential job 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.

KNOWLEDGE & SKILLS ABILITIES

Knowledge of the agency's fiscal program, budget control methods, policies and procedures, and federal, state, and local laws and regulations pertaining to financial operations of the agency. Knowledge of GAAP required.

- Knowledge and experience with governmental/non-profit accounting required.
- Working knowledge in Workforce Center coding of invoices for accounts payable.

- Working knowledge of Cost Allocation Plan and to be able to do monthly cost allocations.
- Working knowledge of Cash Management and reconcile funds drawn monthly from grantor.
- Working knowledge on closing grants in a timely manner and ensuring that after the grant is closed no other posting of closed grants.
- Working knowledge to do audit schedule and will be trained in preparing audit schedules such as the Schedule of Expenditures of Federal and State Awards.
- Working knowledge of reconciling all balance sheet accounts and closed funds monthly.
- Demonstrable ability to work with staff, to plan and coordinate financial programs, to plan procedures and coordinate complex accounting operations, to interpret laws and regulations, and to interpret and apply advanced accounting theory.
- Proven proficiency in Microsoft products required.
- Strong interpersonal and communication skills in writing, editing, speaking, and listening. Proficiency in reading; writing, and speaking English is required.
- Ability to multi-task, to work under pressure, and to meet challenging deadlines is required.

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EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university with an emphasis in accounting, finance, or business administration. Minimum of five years of accounting experience required, in a governmental or non-profit setting preferred. CPA or process toward CPA is strongly preferred.

OTHER QUALIFICATIONS

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