



Job Title: Staff Accountant IV
Date: 2/2/2022
Type of Posting: Internal and External
Salary Range: \$55,000 – \$65,000
WIT JPID: 15082286

Salary Group: B-19
FLSA Status: Non-Exempt

To learn more, go to www.wfscapitalarea.com/joinourteam. **Apply online** at www.workintexas.com (Job posting: 15082286), **then email your résumé & cover letter** to HR@wfscapitalarea.com.

ORGANIZATION AND PURPOSE

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

The mission of Workforce Solutions Capital Area is to lead the region's workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

GENERAL DESCRIPTION

Performs complex (journey-level) accounting work. Work involves preparing financial statements, records, documents, and reports. May specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, budgeting, or bond servicing. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Performs duties under the supervision of the Senior Controller and/or Chief Financial Officer.

EXAMPLES OF WORK PERFORMED

- Prepares financial statements, reports, schedules, and exhibits; prepares and audits general journal entries; and prepares and audits payment, cash, purchase, travel, and related vouchers.
- Prepares periodic analyses of fund balances and expenditures; and prepares technical reports on estimates, cost data, and budget items.
- Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes.
- Classifies, codes, posts, and balances financial and accounting documents and records.
- Checks accounting operations in progress, and reviews and audits completed financial records for accuracy and conformance with legal and departmental procedures and regulations.
- Maintains and determines the accuracy and reliability of agency accounting records, such as expenditure, fund, appropriation, expense and revenue collection records; and ensures that agency assets are accounted for properly.

- Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as revenue collected and deposited.
- Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs.
- Analyzes and recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures.
- Researches and reconciles discrepancies in accounts, bank statements, or appropriation balances, and reports findings.
- Assists in planning procedures and regulations to control the disbursement of allocated funds and in preparing letters of instruction, manual revisions, and related forms as necessary.
- May instruct staff on the maintenance of accounting records on expenditures and revenue collected, the posting of general ledgers, and the posting of journal entries and/or adjustments.
- May direct the maintenance of accounting records on receipts and disbursements in compliance with state and federal statutes, policies, and procedures.
- May assist in planning accounting and administrative support work procedures
- Acts as backup within the Fiscal Department as needed.
- May provide guidance to others.
- Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

- Graduation from an accredited four-year college or university with major course work in accounting, banking, finance, or a related field is generally preferred.
- Experience in accounting, budgeting, and financial operations.
- Education and experience may be substituted for one another.

Knowledge, Skills, and Abilities

- Knowledge of fiscal programs; governmental accounting; budget control methods, policies, and procedures; and laws and regulations pertaining to financial operations.
- Knowledge of Abila MIP Fund Accounting, Access, Word, and Outlook is preferred.
- Ability to interpret and apply accounting theory, to plan and coordinate financial programs, to plan procedures and coordinate accounting operations, to interpret laws and regulations, to communicate effectively, and to provide guidance to others
- Knowledge of generally accepted accounting principles and procedures affecting maintenance of accounting records and of automated accounting systems.
- Ability to interpret and apply accounting theory, to plan and coordinate financial programs, to plan procedures and coordinate accounting operations, to interpret laws and regulations, to communicate effectively, and to train others.

Registration, Certification, or Licensure

- Must possess a valid driver's license and have access to reliable transportation. Local, in-state, and/or out-of-state travel may be required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references, credit history, and criminal background).