



Job Title:	Senior Accountant		
Date:	08/02/23		
Job Type:	Regular, Full-Time	WIT JPID:	16131266
Salary Range:	\$65,00 – \$75,000	Salary Group:	B-22
Reports to:	Senior Comptroller	FLSA Status:	Exempt
Type of Posting:	Internal (3 days) and External		

To learn more, go to www.wfscapitalarea.com/joinourteam. Apply online at www.workintexas.com (Job posting: 16131266), 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 advanced (senior-level) accounting work. This role is primarily responsible for Grant compliance. Workforce Solutions Capital Area has over 50 grants to maintain, bill and report on. This position oversees all grants, but with a focus on TWC grant reporting. May assign and/or supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Performs duties under the supervision of the Senior Comptroller.

EXAMPLES OF WORK PERFORMED

- Ensures grant billing deadlines are being met.
- Ensures financial reporting requirements are being met.
- Submits grant billings after Comptroller reviews them.
- Monitors grant financial health and reports key findings to Comptroller for review with program teams.
- Develops and maintains electronic grant support file structure and naming conventions.
- Makes journal entries for any leveraging opportunities between funding sources.
- Reviews grant budget and spending plan analysis prepared by budget analyst.
- Fulfills grantor support requests.
- Supervises the grants team.
- Assists Comptroller in making general ledger and financial reporting inquiries.
- Prepares assigned balance sheet account reconciliations.
- Is a backup for cost pool allocations and for grant billing preparation.
- Pulls grant support when needed.
- Supervises the Staff Accountant IV, Staff Accountant II, and Budget Analyst.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

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

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles and procedures affecting maintenance of accounting records and of automated accounting systems.
- Knowledge of governmental accounting; of budget control methods, policies, and procedures; and of laws and regulations pertaining to financial operations.
- 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.
- Knowledge of Abila MIP Fund Accounting, Excel, Access, Word, and Outlook.
- 3+ years grant management experience required.
- 2+ years supervisory experience required.
- Non-profit fund accounting experience preferred.
- Demonstrated knowledge of financial reporting and audit support.
- Superior attention to detail, with excellent analytical skills.
- Excellent written and verbal communication skills.

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).

WORKFORCE SOLUTIONS CAPITAL AREA OFFERS A COMPREHENSIVE BENEFITS PACKAGE, INCLUDING:

- Medical, dental, and vision insurance.
- Paid life insurance (Employee/Spouse/Child), long term disability (LTD), and AD&D.
- Supplemental life insurance option (Employee/Spouse/Child).
- Medical and dependent care Flexible Spending Accounts (FSA).
- 401(k) Savings and Investment Plan with company 4% Safe Harbor Contribution.
- Flexible paid time off (accrued vacation and sick leave).
- Paid parental extended leave.
- Paid professional development budget.
- Paid Employee Assistance Program (EAP).