



**Job Title:** Accounts Payable Specialist  
**Date:** 10/27/2021  
**Type of Posting:** Internal and External  
**Salary Range:** \$40,000 - \$42,511  
**WIT JPID:** 14888411  
**Salary Group:** B-15  
**FLSA Status:** Non-Exempt

Apply online at [www.workintexas.com](http://www.workintexas.com) (Job posting: 14888411), then email your résumé & cover letter to [HR@wfscapitalarea.com](mailto: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 routine (journey-level) accounting work. Work involves maintaining, preparing, and balancing accounting and financial statements, records, documents, or reports. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Performs duties under the supervision of the Senior Controller and/or Chief Financial Officer (CFO).

**EXAMPLES OF WORK PERFORMED**

- Reviews invoices for accuracy and proper documentation, determines proper coding, and prepares and enters Accounts Payable documents.
- Reviews deposits received at bank, determines proper coding, and prepares and enters Cash Receipt/Accounts Receivable documents.
- Generates board vendor and sub-recipient vendor payments.
- Assists in the review of invoices submitted by sub-recipients for accuracy and proper documentation, determines proper coding, and prepares and enters Accounts Payable Documents.
- Prepares monthly board prepaid expense distributions and enters them into the accounting system.
- May assist in the tagging of newly purchased trackable assets.
- May enter information for new tracked assets into the asset tracking system.
- May assist with the annual inventory of fixed assets.
- Keeps vendor list updated. Tracks W-9’s from provider/vendors and assists in preparing 1099’s.
- Assist sub-recipient in setting up new vendors in MIP and Gazelle
- Acts as a backup within the Fiscal Department as needed.

- Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Familiarity with accounting of bookkeeping principles. Associate degree from an accredited two-year college with course work in accounting is generally preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

- Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
- Ability to interpret and apply accounting theory to transactions; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data; and to communicate effectively.
- Knowledge of Abila MIP Fund Accounting, Sage Fixed Assets, Excel, Access, Word, and Outlook is highly preferred.
- Skill in problem solving.
- May occasionally involve positioning self in file room and medium work that includes moving boxes up to 50 pounds.

### **Registration, Certification, or Licensure**

- When an employee drives a vehicle (yours, agency owned or leased), in conjunction with work, he/she must possess a valid driver's license and have access to reliable transportation. Local travel is required. 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, and criminal background).