



**Job Title:** Staff Accountant IV  
**Date:** 11/27/2023  
**Job Type:** Regular, Full-Time  
**Salary Range:** \$50,000-\$65,000  
**Reports to:** Senior Comptroller

**WIT JPID:** 16309592  
**Salary Group:** B-19  
**FLSA Status:** Non-Exempt

To learn more, go to [www.wfscapitalarea.com/joinourteam](http://www.wfscapitalarea.com/joinourteam). Apply online at [www.workintexas.com](http://www.workintexas.com) (Job posting: 16309592), 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 Mid to Entry level accounting work. Work involves preparing grant financials, records, documents, and reports. Manages the invoicing and collections of Federal Local City and County Grants. 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 Accountant and Senior Comptroller.

#### **EXAMPLES OF WORK PERFORMED**

- Prepares and gathers accounting and financial documents for accuracy and compliance with departmental policies and procedures for local, state, and federal statutes.
- Prepares grant financial reports and schedules.
- Prepares periodic analyses of fund balances and expenditures; and prepares technical reports on estimates, cost data, and budget items.
- Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as revenue collected and deposited.
- Classifies, codes, prepares journal entries, and balances financial and accounting documents and records.
- Prepares Balance Sheet reconciliations as needed.
- Maintains systems and controls necessary to provide accurate accounts of expenditures.
- Analyzes and recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures.

- Researches and reconciles discrepancies in accounts receivable for County, City, State and Federal Grants
- 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 of university with course work in accounting, banking, finance, or a related field is generally preferred.
- 3-5 years of accounting experience required
- Experience in Invoicing, Accounts Receivable and Auditing is preferred.
- Non-Profit Experience is strongly preferred.
- Experience in financial operations.
- Education and experience may be substituted for one another.

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

- Attention to detail and able to organize and communicate efficiently.
- Knowledge of fiscal programs; governmental accounting; budget control methods, policies, and procedures.
- Knowledge in Excel, Adobe, Word, and Outlook is preferred.
- Knowledge of Abila MIP Fund Accounting a plus
- Knowledge of generally accepted accounting principles and procedures affecting maintenance of accounting records and of automated accounting systems.
- Ability to plan procedures and 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).

## **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).