



Fiscal Staff – Accountant

Reports to the Controller

Job Summary:

Under the general direction of the Controller, provides technical support to delegate agencies. Prepares and submits accounting reports to the Controller, highlights any irregularities. Assists the Controller with any duties as assigned.

Key Responsibilities and Duties:

Performs a variety of professional tasks relative to assisting in the day-to-day maintenance of accounting systems for The Partnership.

- Assumes responsibility for a variety of financial records and operations subject to the review of the Grant Administrator and CFO.
- Assists the Grant Administrator in the design, implementation and maintenance of fiscal control and record keeping systems.
- Performs monthly reconciliations of Accounting Records with Funder-required external Reporting systems.
- Utilizes appropriate financial software systems to access and manipulate financial data.
- Performs monthly reconciliations of Accounting Records with Funder-required External Reporting systems.
- Assist in the preparation of monthly financial statements and bank reconciliations.
- Prepares Budget to Actual and assist in preparing monthly accounting and reporting to various sources.
- Provides technical support to delegate agencies and employers.

Reviews, interprets and analyzes fiscal reports from sub-recipients throughout The Partnership's service areas.

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree, preferably in Accounting, Management, or a related field; significant experience in compliance oversight OR, minimum of five (5) years full-time work experience in fiscal management and/or auditing and fiscal monitoring in the field of Employment Training and Program Development.
- Minimum of three (3) or four (4) years of:
 - Accounting experience with non-profit grants management; and/or
 - Accounting experience in the field of employment and training.
- Possession of a valid Driver's License and proof of automobile insurance.

Knowledge, Skills, Abilities and Other Characteristics:

Thorough knowledge of Workforce Innovative Opportunity Act (WIOA) rules and regulations, and regular review of all financial records to ensure compliance with all applicable federal, State and local acts, laws, ordinances, rules and regulations.

Strong knowledge of generally accepted accounting principles and auditing standards.

Excellent skill in identifying possible accounting errors, inconsistencies, and unlawful practices.

Knowledge of basic GAAP: Generally Accepted Accounting principles and procedures.

Skill in organizing information in a logical manner to support audit results.

Ability to maintain an attitude of professional skepticism throughout an audit.

Knowledge of internal control concepts and procedures.

Ability to objectively and tactfully interact with sub-grantees in resolving difficult accounting issues.

Knowledge of generally accepted accounting principles and auditing standards.

Working knowledge of applicable software programs, such as; Microsoft Word, Excel, Great Plains or similar software.

Ability to identify errors, irregularities and illegal acts and take appropriate action.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.