

WORKFORCE SOLUTIONS
G R E A T E R D A L L A S

VACANCY ANNOUNCEMENT

Job Title: Accountant IV w/ Payroll Experience
Opening Date: April 2024
FLSA Status: Regular Full-Time/Exempt

Department: Fiscal
Closing Date: Until Filled
Salary Range:

SUMMARY: 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related responsibilities other than those stated in this job description.

- A. Prepares financial statements, reports, schedules, and exhibits; prepares and audits general journal entries; and prepares and audits payment, cash, purchase, travel, and related vouchers.
- B. Prepares periodic analyses of fund balances and expenditures; and prepares technical reports on estimates, cost data, and budget items.
- C. Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes.
- D. Classifies, codes, posts, and balances financial and accounting documents and records.
- E. Checks accounting operations in progress, and reviews and audits completed financial records for accuracy and conformance with legal and departmental procedures and regulations.
- F. Maintains and determines the accuracy and reliability of agency accounting records, such as expenditure, fund, appropriation, expense and revenue collection records, and ensures agency assets are accounted for properly.
- G. Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as revenue collected and deposited.
- H. Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs.

I. Analyzes and recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures.

J. Prepares and maintains accurate records and reports of payroll transactions, to include biweekly payroll costing and allocations, payroll accruals, retirement, and accrued leave reconciliations.

K. Ensures payroll is compliant with federal, state, and local payroll, wage, and hour laws and best practices, with the assistance of ADP.

O. Performs related work as assigned.

SUPERVISORY RESPONSIBILITIES: This position is responsible to the Chief Financial Officer and Controller.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Experience in accounting and financial operations. Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field is generally preferred. Experience and education may be substituted for one another.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from group of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to comprehend and apply principles of modern algebra, and statistical theory.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Knowledge of general and fund accounting principles and practices, state financial management requirements, and relevant Federal, State and local laws, rules, and regulations. **Knowledge/Skills/Abilities to:** Ability to interpret and make decisions in accordance with existing laws, rules and regulations; communicate at a highly professional level with all staff levels in both oral and written forms; prepare complex documents and reports, manage time and organize work to meet agency and legal deadlines; use computer software such as Microsoft Office products Word, Excel, Access, MIPS accounting software a plus, other software as needed to perform job functions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TO APPLY: email (hr@wfsdallas.com) or bstein@wfsdallas.com resume and salary requirement to: Workforce Solution Greater Dallas, ATTN: H.R. Department, 500 N. Akard Street, Suite 3030, Dallas, TX 75201. You may also apply via www.workintexas.com. Applicants who are invited to interview for the position will be required to also complete an employment application. Information contained in resumes and letters of application is subject to verification by Workforce Solutions Greater Dallas. Workforce Solutions Greater Dallas is an EEO/AA/Drug Free Workplace Employer and complies fully with the Americans with Disabilities Act (ADA). Auxiliary aids and services are available upon request to individuals with disabilities. WFSDallas is a proud partner of the American Job Center Network and an EEO/AA/ADA Employer. 100% of paid costs would be from Federal Funds.