

**VACANCY ANNOUNCEMENT**

<b>Job Title:</b> Budget and Benefits Accountant	<b>Department:</b> Fiscal
<b>Opening Date:</b> December 8, 2021,	<b>Closing Date:</b> Until Filled
<b>FLSA Status:</b> Regular Full-Time/Exempt	

**SUMMARY:** Performs complex (journey-level) payroll and benefits processing work. Work involves processing payrolls; preparing and maintaining payroll records and reports; investigating benefit changes; act as a liaison between benefits brokers and the agency; process benefit changes; preparing and maintaining benefit records; and coding payroll and benefits in the general ledger. 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. Processes and reviews automated and manual employee payrolls in compliance with applicable regulations, policies, and procedures.
- B. Enters, updates, and retrieves information from various automated, human resources, and/or payroll systems.
- C. Maintains appropriate payroll processing controls and assists with setups of deductions, garnishments, voluntary deductions, termination, Employee's Withholding Allowance Certificates (W-4s), and direct deposits, including returned monies and payment cancellations.
- D. Prepares and processes overtime and vacation lump sum entries for payroll processing.
- E. Maintains, audits, and reconciles leave without pay and hourly reports.
- F. Develops and maintains internal controls to ensure proper deductions and distribution of money collected for deferred compensation, flexible benefits programs, child support programs, Internal Revenue Service levies, and other deductions.
- G. Answers questions and resolves issues related to payroll matters and tax issues.
- H. May compile, audit, maintain and reconcile employee leave records, such as extended sick leave, vacation accruals, and other available leave balances; and provide annual leave balance reports to employees.
- I. Ability to do research as needed to answer benefits questions.
- J. May fill out benefit applications and gather required documentation.
- K. Acts as the liaison between the insurance broker and the agency.

- L. May provide guidance to others.
- M. Prepares monthly payroll and benefits journal entries.
- N. Performs financial analysis of historic data for use in the ongoing budgeting process. Analyzes and recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures.
- O. Oversees and/or prepares annual operating budgets and reviews expenditures to ensure that budget limits are not exceeded.
- P. Develops, coordinates, or produces complex reports for monitoring and reporting of organization's financial information.
- Q. Coordinates and manages special projects as assigned by the Chief Financial Officer or Accounting Manager.

**SUPERVISORY RESPONSIBILITIES:** This position is responsible to the Chief Financial Officer and Accounting Manager.

**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:** Bachelor's degree from four-year University with a degree in Accounting, Business, or related field. Prefer at least four (4) years of progressively more responsible experience at professional accounting level. Experience in payroll processing. 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, and occasionally 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](mailto:hr@wfsdallas.com)) or [bstein@wfsdallas.com](mailto: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](http://www.workintexas.com) Job Number **(14969742)**. 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.