

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

**VACANCY ANNOUNCEMENT**

**Job Title:** Accounting Manager  
**Opening Date:** June 2022  
**FLSA Status:** Regular Full-Time/Exempt

**Department:** Fiscal  
**Closing Date:** Until Filled  
**Salary Range:**

**SUMMARY:** Performs administrative accounting functions for all funds received and expended by the agency. Applies principles of accounting to analyze financial information and prepare financial reports, and budgets.

**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. Manages and supervises Fiscal Department team of 4-7 individuals including varying levels of accounting staff from Clerk to Senior Accountant.
- B. Oversees and analyzes financial information to prepare entries for documenting business transactions.
- C. Analyzes financial information detailing assets, liabilities and reviews/prepares balance sheets, profit and loss statements, and other reports necessary to summarize current and projected agency financial position information.
- D. Reviews/audits check requests, purchase orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
- E. Establishes, modifies, documents, and coordinates implementation of accounting policies and procedures.
- F. Devises and implements system for general accounting.
- G. Analyzes balance sheet and detailed expenditure reports to assure proper classification of expenditures.
- H. Reconciles and/or reviews company bank accounts on a monthly basis to the general ledger.
- I. Reconciles and/or reviews all expenditures and contractor expenses with the general ledger.
- J. Leads in audit and monitoring preparation, discussion, and resolutions.

- K. Prepares and/or reviews audit work papers and schedules for internal/external uses.
- L. Prepares detailed accounting reports of grant funds to expenditures for internal/external use.
- M. Assists in the development and maintenance of cost allocation plans.
- N. Participates in initial organization and setup of automated accounting system.
- O. Documents unit accounting procedures.
- P. Develops, coordinates, and implements financial policies and procedures in accordance with generally accepted accounting principles and regulatory policies.
- Q. Participates in special accounting projects and reporting.
- R. Maintains an up-to-date working knowledge of the TWC Financial Management Guide for Grants and Contracts and Federal Uniform Grant Guidance.
- S. Attends relevant meetings, training sessions, and conferences. Handles correspondence for assigned areas. Prepares custom ad-hoc reports and graphs for presentation to Board of Directors, and Senior Management.

**SUPERVISORY RESPONSIBILITIES:** The Accounting Manager is responsible to the Chief Financial Officer. Work is performed under general guidance and supervision. Acts on own initiative to develop unit procedures and manage day-to-day operations within overall agency objectives and procedures. This position may supervise up to seven subordinate Accountants and accounting clerks or temporary contract workers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**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 (B. A.) from four-year college or university in Accounting. CPA Certification preferred. Four to six years of progressively more responsible positions at the professional level in accounting.

**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 groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

**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. 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, Adobe, 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 Solutions 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 **(15360753)**. 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.