

**VACANCY ANNOUNCEMENT**

<b>Job Title:</b> Accountant III	<b>Department:</b> Fiscal
<b>Opening Date:</b> May 2026	<b>Closing Date:</b> Until Filled
<b>FLSA Status:</b> Regular Full-Time/Exempt	<b>Salary/Level Range:</b> Annually 45,521 - \$71,055

**SUMMARY:** Applies principles of accounting to analyze financial information to include preparation of financial records, documents, and reports. Work involves performing detailed assignments in recording, classifying, and verifying financial records, documents, and reports. Must understand and can apply rules and guidance of federal funds accounting. Works under limited supervision, with considerable latitude for the use of initiative and independent judgement.

**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. Typical duties include:

**ACCOUNTS PAYABLE (A/P):**

- A. Coordinates and processes the weekly electronic check run, ensuring accuracy, proper documentation, and timely disbursement payments.
- B. Prepares and/or processes payment, cash, purchase, travel, and related vouchers.
- C. Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures.
- D. Computes, analyzes, prepares, and processes purchase or travel vouchers.
- E. Assists with tracking invoices to ensure timely payment.
- F. Performs vendor maintenance, including electronic filing, understanding of 1099 reporting requirements, and maintaining current W-9 forms and supporting documentation for vendors and contractors.
- G. Applies knowledge of purchasing and procurement methods, state procurement principles and practices, supply sources, and principles of business administration and accounting.

**GENERAL LEDGER ACCOUNTING:**

- A. Prepares and/or processes general journal entries.
- B. Classifies, codes, posts, and balances financial accounting documents and records.
- C. Prepares payment, cash, general journal, and related vouchers.
- D. Assists with researching and reconciling discrepancies in accounts, bank statements, or appropriation balances, and reports findings.

**FISCAL REPORTING:**

- A. Compiles statistical, financial, accounting, or auditing reports and tables related to cash receipts, expenditures, accounts payable and receivable, and profit/loss activity.
- B. Prepares monthly analyses of fund balances and expenditures.
- C. Prepares technical reports on estimates, cost data, and budget items, including CDER reporting

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities. This position is responsible to the Accounting Supervisor. Work is performed under close supervision and according to Workforce Solutions procedures and policies.

**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.

**OTHER SKILLS and ABILITIES:** Knowledge of general office procedures; office protocol, general accounting procedures; spelling, punctuation, grammar, and arithmetic; computers (i.e. MIP Fund Accounting software, Microsoft Office (Word, Excel), and other automated general ledger software application. Ability to type 50-60 wpm accurately; compose routine office correspondence, edit and proofread own work; operate a variety of office equipment (i.e., calculator, facsimile, telephone, HP LaserJet printer); interact with visitors and callers in a professional manner.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in the areas of Accounting, Business, or related field or 3 to 5 years related experience and/or training; or equivalent combination of education and experience in the areas of accounting or related field.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memorandums. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers of common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; and to effectively problem solve.

**PHYSICAL DEMANDS:** The physical demands described here represent those which 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, 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 hybrid 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.

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). 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 American **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.

Disabilities Act (ADA). Auxiliary aids and services are available upon request to individuals