

WORKFORCE**SOLUTIONS**

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

Job Description

Job Title	Accountant III	Reports To	Accounting Supervisor
Department/Group	Fiscal	Review Date	
Job Code	Para-Professional	Prepared By	Manager and HR Dept
FLSA	Non-Exempt	Approved By	HR Dept
Shift	Monday – Friday, Flex	Effective Date	9/2026
Number Supervised	N/A	Salary Level/Range	\$45,521-\$71,055

SUMMARY:

Applies General Accepted Accounting Principles (GAAP) 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 apply the 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:

The essential functions of a position 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 of 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.

- E. Performs month-end and year-end closing activities, ensuring the general ledger is accurate, reconciled, and closed in accordance with established schedules.

FISCAL REPORTING:

- A. Analyzes and reconciles complex financial, accounting, and audit reports. Ensuring cash receipts, expenditures, accounts payable/receivable (AP/AR) and general ledger are accurate.
- B. Prepares monthly analyses of fund balances and expenditures to identify and report budget discrepancies.
- C. Prepares technical reports on estimates, cost data, and budget items, including Consolidated Departmental Expense Reporting (CDER).

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities. This position reports to the Accounting Supervisor. Work is performed under limited supervision, with considerable latitude 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

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.

KNOWLEDGE, 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 applications. 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.

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 solve problems

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

PHYSICAL DEMANDS:

The physical demands described here are representative of 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 frequently 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. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have read this job description and fully understand all my job duties and responsibilities, and I am able to perform the essential functions as outlined in this job description. I understand that future performance evaluations and merit increases are based on my ability to perform the duties and responsibilities outlined within this job description to the satisfaction of my immediate supervisor, and I have discussed any questions I may have about these duties and responsibilities prior to signing this form.

Employee Printed Name

Date

Employee Signature

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. This position is grant funded.