

Department: Mountain Area Workforce Development
Reports to: MAWDB Director

General Statement

Performs responsible paraprofessional accounting functions for the finance operations in the Workforce Department.

Distinguishing Features of the Class

An employee in this class is responsible for performing accounts payable, data entry for general ledger, generating a variety of financial reports, and performing related fiscal duties. Work involves applying established accounting procedures, principles of bookkeeping, and basic fund accounting to the review and processing of accounting documents. Some judgment is required in selecting and applying appropriate procedures and a variety of manuals. Tact and diplomacy are required in dealing with vendors, coworkers and citizens in conducting Workforce business. Work is performed under regular supervision and is evaluated through observation, conferences, review of work, and audit of the records by an external auditor.

Duties and Responsibilities

Essential Duties and Tasks

- Prepares contracts for board-approved program operators and other sub-awardees or vendors as necessary, reviews and processes reimbursement requests from sub-awardees and invoices from vendors for payment.
- Compiles and generates reports concerning a variety of data, program information, and financial issues; submits reports electronically.
- Coordinates with program staff for processing of client payments within specific schedules; creates and sends monthly electronic payments.
- Files a variety of records and reports; searches records and reports for historical information
- Compiles and records a variety of fiscal data to create and submit a variety of reports.
- Reconciles expenditures and cash revenue for multiple grants to specialized software and with each of multiple sub-awardees monthly and performs year end close-out individual grants
- Assesses cash receipts and expenditures to ensure receipts are sufficient meet cash needs; performs funds draw down.
- Performs cash draw downs on a reimbursement basis using careful analysis of expenses; reconciles cash revenue with LOSRC and state systems monthly and annually.
- Acts as the purchasing agent for the Workforce Development Department following established procurement guidelines when utilizing public and other funding. Monitors and conducts assessments and provides financial technical assistance to staff on grant financial requirements; performs grant requisitioning, accounting, and reporting.
- Prepares workforce budget in consultation with the Finance Director and Workforce Director.
- Provides policy support for the workforce development program and ensures compliance with federal, state and local policies.
- Oversees the financial operations of all workforce training programs including short-term training, ITAs; Adult, Dislocated Worker and Youth work-experience, etc.
- Oversees all workforce grant programs including budgets and contracts.
- Submits financial reports for US Department of Labor, NC Department of Commerce, Appalachian Regional Commission and other grants related to workforce as directed.
- Oversees all of the finance responsibilities and requirements for the GO PLACES grant from the US Department of Labor.
- Submits plans, reports and other documents to the WISE system.
- Supports the financial monitoring process by the Division of Workforce Solutions
- Performs additional finance duties as needed by the Finance Director

Additional Job Duties

- Backs up other office staff.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Knowledge of paraprofessional accounting principles and practices.
- Knowledge of laws, general statutes, rules, and regulations governing specific municipal accounting tasks.
- Knowledge of the application of information technology including specialized financial software, spreadsheets, and databases and use of peripherals.
- Ability to compile, evaluate, and reconcile a variety of accounting records and reports as well as the ability to make arithmetic computations accurately and with reasonable speed.
- Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy level.
- Ability to develop and maintain working relationships with a variety of people, including vendors, general public, program participants, coworkers and supervisors.
- Ability to communicate effectively in oral and written forms and be able to set priorities and to manage time effectively for self and others as appropriate.
- Ability to meet deadlines.
- Accuracy in preparing entries, reports, etc.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to perform the basic life operational skills of talking, walking, lifting, reaching, standing, fingering, feeling, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and or 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, go and inspect sites regarding planning issues, use measuring devices, do figure computations, and do extensive reading.

Desirable Education and Experience

- Graduation from a two year college with a major in accounting and considerable experience in an automated fiscal or accounting environment, preferably in the public sector; or an equivalent combination of education or experience.

Special Requirements

- Driver's License is usually required and specialized certifications may also be required of individual positions.