



## **Fiscal Staff – Lead Accountant**

Reports to WIOA Fiscal Director and/or CFO

### **Job Summary:**

Under the general direction of the WIOA Fiscal Director, or in the alternative with regard to non-WIOA matters, under the general direction of the CFO, performs reviews of submitted documentation of assigned sub-recipients to determine financial compliance. Provides technical support to delegate agencies. Prepares and submits accounting reports to the WIOA Fiscal Director or the CFO and highlights any irregularities. Assists WIOA Fiscal Director or CFO with any duties as assigned.

### **Key Responsibilities and Duties:**

Records and Implements Cost Allocation Plans to Agency-Wide expenditures.

Supervises, trains, evaluates and disciplines other Accountants and Voucher Coordinators on all assigned projects.

Summarizes accounting and reporting of Accountants into monthly reporting requirements.

Interacts with external auditors monitoring The Partnership.

Reviews, analyzes, and records financial statement information for Accounting and Reporting.

Performs monthly financial statements and bank reconciliations.

Performs monthly reconciliations of Accounting Records with Funder-required external Reporting systems.

Prepares Budget to Actual and assist in preparing monthly accounting and reporting to various sources.

Receives, investigates, and provides solutions to address inquiries from internal Unit Directors/Directors.

Performs a variety of professional tasks relative to assisting in the day-to-day maintenance of accounting systems for The Partnership.

Assumes responsibility for a variety of financial records and operations subject to the review of the Fiscal Director and CFO.

Assists the Fiscal Director in the design, implementation and maintenance of fiscal control and record keeping systems.

Prepares full and comprehensive written audit and other reports for each assignment and keeps the Fiscal Director informed on all irregular audit or other financial operations.

Develops and maintains extensive financial and account records and logs as required.

Utilizes appropriate financial software systems to access and manipulate financial data.

Confers with Fiscal Director and/or the CFO on policy issues and assists with the development and installation of new or revised accounting systems or procedures for the Fiscal unit and may train personnel in the operation of such newly established systems and procedures.

Provides technical support to delegate agencies.

Reviews, interprets and analyzes fiscal reports from grant sub-recipients throughout The Partnership's service areas.

### **Minimum Qualifications:**

- Graduation from an accredited college or university with a Bachelor's degree, preferably in Accounting, Management, or a related field; significant experience in compliance oversight OR, minimum of five (5) years full-time work experience in fiscal management and/or auditing and fiscal monitoring in the field of Employment Training and Program Development.
- Two (2) years of professional experience in administering grant funded public programs.
- Possession of a valid Driver's License and proof of automobile insurance.

### **Knowledge, Skills, Abilities and Other Characteristics:**

Thorough knowledge of Workforce Innovation and Opportunity Act (WIOA) rules and regulations, and regular review of all financial records to ensure compliance with all applicable federal, State and local acts, laws, ordinances, rules and regulations.

Ability to objectively and tactfully interact with and supervise Fiscal staff in resolving difficult accounting issues.

Excellent skill in identifying possible accounting errors, inconsistencies, and unlawful practices.

Strong knowledge of basic GAAP: Generally Accepted Accounting Principles.

Skill in organizing information in a logical manner to support audit results.

Ability to maintain an attitude of professional skepticism throughout review of all fiscal matters.

Strong knowledge of internal control concepts and procedures.

Ability to objectively and tactfully interact with sub-recipients in resolving difficult accounting issues.

Knowledge of GAAS: Generally Accepted Auditing Standards.

Working knowledge of applicable software programs, such as; Microsoft Word, Excel, Great Plains or similar software.

Ability to identify errors, irregularities and illegal acts and take appropriate action.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**