

Texas Job Order Bulletin Board Print Document

Job Order: **15613873**

Print Date: **10/20/2022 9:45:48 AM**

Job Title: **WFSMRG Board Accountant**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Job Description:

Business hours of operation: Monday to Friday, 8:00am to 5:00pm but depending on workload may require working evenings and/or weekends.

IMMEDIATE SUPERVISOR: Executive Director of Workforce Board

GENERAL DESCRIPTION:

The Board Accountant will monitor and evaluate operational and financial compliance on a periodic basis. The results will be used to ensure the system operates effectively to achieve the Board's stated results and to safeguard the expenditure of public funds. Board Accountant will report monitoring results to the Workforce Board Financial and Audit Committee and the accountant will report summarized findings and recommendations to the Executive Director in preparation for program, financial and audit monitoring.

DUTIES AND RESPONSIBILITIES:

- **Using the ACPA guidelines regarding sampling, starting with a minimum of a 25 sample and will increase the sample depending on the level of risk assessment to assure adequate controls exist.**
- **Will conduct periodic sampling at a minimum once a quarter, but will sample monthly until it determines that the level of risk warrants less frequent sampling in those transactions outside of the purchase order system**
- **Will work with Senior Contract Managers in One-Stop and Child Care contracts to assure that comprehensive financial reviews with risk assessment include testing of allocability, cost reasonableness, procurement and cost classification.**
- **Will sample payroll transactions and evaluate personnel allocation of cost to each benefiting grant with analysis of cost allocation and fringe and indirect rates compliance**
- **Will test disbursement and conduct transaction testing assuring that disbursement**

controls are following encumbrances, accruals and obligations for all funds comparing budget to expenditures and providing monthly verification of Controller's Monthly Financial Statements.

- **Will monitor inventory and property maintenance and review annual property inventory and asset management of contractors.**
- **Will review procurement and evaluate procurement controls follow policies and procedures, conflicts of interest and test all purchases paid by workforce funds.**
- **Will provide review of internal controls analysis and separation of duties to assure contract compliance, and financial statement evaluations.**
- **Will do cash forecasting and analysis of cash drawdowns including bank reconciliations and congruence between the books of account and the CDER TWC.**
- **Will perform other related duties as requested to assure the Financial Manual for Grants and Contracts, Accounting Policies and Procedures, Personnel Policy and Procedures, approved Cost Allocation and Indirect Plan and Memorandum of Understanding between the Workforce Board and its designated Fiscal Entity is financially and programmatically accountable.**

EDUCATION/EXPERIENCE REQUIRED:

- **Graduation from an accredited four-year college or university with a concentration in accounting and finance, prefer a Master's degree in accounting or a BBA.**

A Master's degree from an accredited college or university may be substituted for two years of the required qualifying experience.

- **One additional year of full-time qualifying experience may be substituted for each year (30 semester hours) of the required education.**
- **Minimum four years of full-time work experience in fund accounting at a local government, state or federal agency required.**

SPECIAL REQUIREMENTS:

Will require in-region travel; must have reliable transportation, current driver's license and proof of vehicle insurance for approved travel.

Application deadline: Open until filled!!!

EO Employer!

Minimum Age: **NA**

Hiring Requirements: **Background Checks, Reference Checks**

Education Level: **Bachelor's Degree**

Requires a Drivers License: **Yes, Operator License**

Minimum Salary: **53655.00 Year**

Maximum Salary: **53655.00 Year**

Pay Comments: **Not Applicable**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Sick Leave**

Job Application Methods Accepted: **Via Email, By Mail, At the Nearest One-Stop**

Employer requests only Veterans apply: **No**

Application Comments: **Please go by the Workforce Solutions Middle Rio Grande office to get registered in WorkInTexas.com. Once you have registered in WorkInTexas you will need to obtain MRG Workforce Board employment application, complete and mail to the attention of Maximiliano Pereda, Personnel Officer, C/O Middle Rio Grande Development Council, P.O. Box 1199, Carrizo Springs, Texas 78834.**

OR

Completed MRGWFB application can be sent via email to Maximiliano Pereda, Personnel Officer at maximiliano.pereda@mrgdc.org for his review and consideration; successful candidates will be contacted to schedule interview. Please note that "Original application and transcripts" must be received by Personnel Office prior to interview.

MRGDC is an equal opportunity employer and auxiliary aids and services may be made available upon request to individuals with disabilities. For more information, you may contact our TDD Voice line (830) 876-1260 or (830) 876-3533.

Employer Information:

WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD - UVALDE

216 W. MAIN STREET

PO BOX 760

Uvalde, TX 78801

Contact: **Maximiliano Pereda**

Phone: **(830) 876-1228 ext**