

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**

**JOB DESCRIPTION**

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**POSITION:**    **ACCOUNTANT**

**SUMMARY:**    The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The accountant will maintain accurate financial records, prepare reports and ensure compliance with accounting principles. The ideal candidate will possess solid analytical skills, an attention to detail and have the ability to work collaboratively in a process orientated environment.

**PURPOSE:**    This position will participate in all activities of the fiscal department

**QUALIFICATIONS:**

Education:    Minimum of an Associate's degree in Accounting, Business or related field

Experience:    Minimum of 2 years' experience in accounting, payroll and exposure to fund accounting

**Skills, Abilities, and Knowledge:**

- a. Thorough understanding of accounting principles and concepts
- b. Strong analytical and problem-solving skills
- c. Utilize independent judgment while staying in compliance with the Uniform Guidance and cost principles
- d. Ability to handle sensitive and/or confidential documents and information
- e. Excellent written and verbal communication skills required to effectively work with internal personnel or external customers
- f. Detail oriented with strong organizational and documentation skills
- g. Proficient computer skills and knowledge
- h. Ability to prioritize work to balance multiple tasks and deadlines
- i. Proficient in PC and server-based accounting, payroll and Microsoft software applications

**REPORTS TO:** Fiscal Manager

**SUPERVISES:** None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration: Considerable concentration

Interruptions: Occur frequently

Physical Efforts: Light physical effort in a predominately sitting position

Special Demands: Potential eye strain,

Special Requirements: Current Act 33, Act 24, FBI/DPW and NSOR clearance documentation at hire. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum). Occasional travel and/or overtime hours required.

Duties may include any or all of the following: This list is intended to be representative.

01. Review invoices for accuracy, resolve discrepancies and process for payment
02. Maintain all accounts payable and receivable reports, spreadsheets and files
03. Prepare and post all journal entries to general ledger
04. Prepare deposits and cash drawdowns as needed
05. Receive and reconcile bank statements
06. Track various expenses and costs; prepare and distribute reports as requested
07. Check mileage, expense reports and per diems for accuracy and process for payment

08. Process payroll in accordance with company policies and procedures via CTR
09. Assist with the administration of benefits for the organization
10. Perform other analyses and project as assigned
11. Complete timecard, forms and other paperwork as required

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:**

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**HOURLY WAGE:**

\$18.83 – Associate's  
\$21.18 – Bachelor's

**HOURS PER WEEK: 40**

**EMPLOYMENT CLASSIFICATION:** Non-Exempt