

JOB DESCRIPTION

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Position: Accountant

Employment Classification: Non-Exempt

Reports To: Controller

Supervises: None

Summary/Purpose: 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, attention to detail and have the ability to work collaboratively in a process oriented environment.

Qualifications & Requirements:

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.

Mental Concentration: Considerable concentration

Interruptions: Occur frequently

Physical Demands: Light physical effort in predominantly sitting position. Potential eye strain.

Special Demands/Requirements: Occasional travel and overtime hours required. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum). Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire.

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health and developmental status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

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

1. Review invoices for accuracy, resolve discrepancies and process for payment.
2. Maintain all accounts payable and receivable reports, spreadsheets and files.
3. Prepare and post all journal entries to ledger.
4. Prepare deposits and cash drawdowns as needed.
5. Receive and reconcile bank statements.
6. Track various expenses and costs; prepare and distribute reports as requested.
7. Check mileage, expense reports and per diems for accuracy and process for payment.
8. Process payroll in accordance with company policies and procedures via CTR.
9. Assist with the administration of benefits for the organization.
10. Complete timecard, forms and other paperwork as required.
11. Attend all professional development trainings, meetings and events as necessary.
12. Perform other duties and assist with special projects as assigned.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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