



**HAMPDEN COUNTY**  
WORKFORCE BOARD, Inc.

**POSITION TITLE: Accountant**

**POSITION SUMMARY:** The Accountant works closely with the Vice President and Comptroller and MHHCWB staff to ensure accurate, complete, and timely reporting of expenditures; prepare fiscal management reports; prepare close-out reports; review fiscal aspects of contracts; and conduct the external monitoring of sub-contractors.

**PRIMARY RESPONSIBILITIES AND DUTIES:**

- Assists in managing accounting system, ensuring all data entered has integrity. Generates adjusting journal entries as needed.
- Maintains report writer in accounting software to ensure accuracy of financial statements.
- Prepares quarterly financial status reports for state funded federal grants.
- Assists in ensuring that ongoing fiscal operations comply with Generally Accepted Accounting Procedures and the Uniform Guidance (Super Circular).
- Maintains positive open communication with vendors to establish timely receipt of invoices.
- Reviews subrecipient's proposed budgets for accuracy and allowability. Prepares invoices in MS Excel to reflect approved budget line items for submission by subrecipient.
- Reviews subrecipient invoice reports for accuracy and allowability. Reviews backup documentation from subrecipients on a monthly basis.
- Performs on-site annual monitoring of subrecipients as well as in-house monitoring and prepares monitoring reports.
- Oversees two year contract of Workforce Innovation and Opportunity Act (WIOA) funding, paying special attention to first-in, first-out on year two process.
- Ensures that bank accounts are reconciled on a timely basis.
- Performs all functions of petty cash including disbursement, reconciliation and reimbursement.
- Performs all WIOA grant close-out requirements as required by State policy and ensures that closings are done on time and accurately.
- Responsible for verifying Individual Training Account/Work-Based Training information has been entered into the Access Contract Tracking Database accurately and that appropriate refund policy is selected to allow tracking of obligations and accruals.
- Generates reports from Access Contract Tracking Database to reconcile with accounting system and prepares financial status reports.

***The MHHCWB, Inc. is committed to a diverse workforce and is an EO/AA employer.***

- Enters the monthly MSHCWB allocation in the accounting system.
- Prepares monthly drawdowns for funding sources.
- Participates in annual fiscal monitoring of the One Stop Career Center Operators and generates monitoring reports.
- Assists during the annual Audit.
- Perform other duties and assume other tasks and responsibilities as the Vice President and Comptroller or President & CEO may assign.

**QUALIFICATION REQUIREMENTS:** The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Bachelor's degree in Business from an accredited college or university with a concentration in Accounting or Finance.
2. 3-4 years of experience in non-profit accounting preferred.
3. Thorough knowledge of accounting practices and principles, including grant and fund accounting. Working knowledge of Federal and State regulations and cost allocations pertinent to fiscal operations.
4. Working knowledge of Generally Accepted Accounting Principles and the Office and Management and Budget Uniform Guidance is preferred.
5. Knowledgeable in the use of various software such as Microsoft Office and accounting software.
6. Ability to analyze and define complex fiscal problems, collect data, establish facts, draw valid conclusions and recommend effective solutions.
7. Excellent organizational skills and ability to work effectively on multiple projects with minimal supervision.
8. Exceptional attention to detail.
9. Confidentiality in all fiscal matters is required.
10. Ability to be both self-directed and work as an effective member of a team.

July 2018

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**Salary Range:** Salary Commensurate with Experience

**Job Posting Period:** August 20, 2018 – September 7, 2018

**Submit Cover Letter and Resume via email to:** The MassHire Hampden County Workforce Board, Inc., Joanne Lyons, [jlyons@rebhc.org](mailto:jlyons@rebhc.org)

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