

JOB DESCRIPTION

PROGRAM: Administration & Planning

JOB TITLE: Accountant II

JOB CLASSIFICATION: Fiscal Administrator II

PAY GRADE: 17

JOB SUMMARY

Supporting STEP, Inc. and all of its Pathways to Success, this position assists in overseeing and maintaining the integrity of STEP's fiscal operations, while providing a higher level of accounting support. This is highly responsible administrative work in the fiscal operation of corporate financial systems, exercising initiative and independent judgement within the framework of existing policies, procedures, and precedents. Work involves providing oversight to a corporate financial operations process. Work also involves applying prescribed accounting principles and techniques to the treatment of accounting transactions, and the preparation, maintenance and control of accounting documents, records, and systems. The position prepares financial status reports, reimbursement requests, and invoices. The position assists in providing technical assistance to program directors on fiscal administration issues, in budgeting and monitoring, and in other areas of corporate fiscal administration, as assigned.

SUPERVISORY RELATIONSHIPS

Reports To: Assistant Chief Financial Officer (Asst. CFO)

Supervises: In Asst. CFO's absence, provides supervision to all financial management department staff that directly report to Asst. CFO.

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting with five years' accounting experience that includes computerized fund accounting experience, or an equivalent combination of education and experience sufficient to demonstrate possession of the required knowledge, skills, and abilities; and,
- Experience which demonstrates technological competence, including the ability to understand, capitalize upon, and enhance information systems within the framework of a complex computer network utilizing common word processing, electronic messaging, and spreadsheet and database software.

GENERAL REQUIREMENTS

- Flexibility to work altered and nontraditional work schedules necessary to meet the deadlines of the corporation;
- Professional knowledge and skill levels are kept up-to-date in order to meet the needs of the position;
- Valid driver's license and the daily availability of a vehicle carrying adequate insurance;
- Pennsylvania State Police Criminal History Clearance and Child Abuse Clearance current within 90 days of employment; and,
- Clear speaking voice and the mental and physical ability to perform essential job functions without any health restrictions, including the ability to sit for long periods of time and carry up to twenty pounds unassisted, have unrestricted use of the upper body, finger dexterity, and corrected or uncorrected hearing and vision within normal ranges.

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SPECIFIC DUTIES

- ❖ Assists the Asst. CFO in overseeing and maintaining integrity of fiscal operations;
- ❖ Provides supervision and instruction to financial management department staff as needed, and in the absence of the Asst. CFO;
- ❖ Works in collaboration and in full cooperation with the Asst. CFO; develops and maintains a cooperative working relationship with other STEP staff and programs;
- ❖ Prepares all documentation and payroll reports related to Davis-Bacon Act/State Prevailing Wage;
- ❖ Reviews the reconciliation of fixed assets to ensure all capital assets have been properly accounted for;
- ❖ Conducts random verifications of physical inventory to ensure accuracy;
- ❖ Coordinates with program directors/managers for the disposal of assets in accordance with granting agency's restrictions;
- ❖ Posts accounting data, prepares routine adjustments, and maintains expenditure and budgetary control accounts on accounting systems;
- ❖ Provides specialized technical assistance to and acts as a resource for program directors in the fiscal administration of all programs, as required;
- ❖ Monitors sub-recipients, as assigned, and provides technical assistance to them in order to address any identified areas of noncompliance;
- ❖ Prepares, and reconciles monthly or quarterly expense reimbursement reports and invoices for submission to federal, state, or local entities, as assigned; monitors grant activity to ensure all expenditures are made within the contractual guidelines and the appropriate federal, state, or local regulations;
- ❖ Exercises initiative and independent judgment within the framework of existing policies, procedures, and precedents;
- ❖ Complete all work related to special projects, as assigned;
- ❖ Applies zero-based budgeting principles and practices in order to accommodate and analyze changes between accounting periods;
- ❖ Reviews and suggests changes to internal control procedures related to the position's area of responsibility;
- ❖ Assists the Asst. CFO in implementing and monitoring corporate procurement compliance procedures;
- ❖ Assists in the preparation of required financial reports (e.g., IRS 990 form); prepares records and reports for annual corporate audit, as assigned;
- ❖ As needed, maintains automated and manual accounting systems including receivables, payables, journal ledgers, accounting record of receipts and expenditures, depreciation schedules, and other required accounting processes, documents, and transactions;
- ❖ Assists in the preparation of programmatic budgets and budget revisions, as assigned;
- ❖ Maintains positive relationships with STEP's internal and external customers;
- ❖ Cooperates in the operation of the Financial Management Department, providing support as appropriate and as needed;
- ❖ Represents the agency at local, regional, and state meetings, as appropriate; and,
- ❖ Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- ❖ Knowledge of the following:
 - Computerized fund accounting;
 - Applicable information pertaining to accounting requirements under the Davis Bacon

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Act/State Prevailing Wage;

- Applicable Office of Management and Budget (OMB) Uniform Guidance and generally accepted accounting principles applicable to the corporation; and,
- Microsoft Office Suite, including but not limited to Microsoft Word, Excel, Access, Power Point, and Publisher components.

❖ Skill in the following:

- Writing, editing, and communicating, including knowledge of English grammar, spelling, and punctuation, as they would relate to the production of reports, work plans, and other operational documents, as well as their use in communicating with a variety of individuals and groups;
- Contract administration and monitoring;
- Using a keyboard and personal computer; and,
- Speaking, listening, and interviewing;

❖ Ability to perform the following:

- Analyze and interpret accounting and cost accounting records;
- Develop and maintain the professional and administrative relationships necessary in providing fiscal guidance;
- Assemble and prepare routine financial reports and statements;
- Apply accounting principles to the solution of a variety of accounting or fiscal problems;
- Perform detailed work with written or numerical data and make mathematical calculations with accuracy;
- Prepare routine budgets;
- Communicate effectively in writing and speaking; communicate effectively with individuals and large groups;
- Soundly interpret and apply regulations and procedures;
- Be creative, resourceful, and flexible;
- Collect, organize, analyze, and process information accurately, quickly, and efficiently;
- Identify and meet goals, objectives, outcomes, and timelines within broad parameters and work independently of direct supervision;
- Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
- Establish and maintain effective working relationships with staff, administrators, partnering agencies, elected officials, government agencies, businesses, customers and the public;
- Implement administrative procedures and operations, and evaluate their efficiency and effectiveness;
- Maintain confidentiality at all times;
- Work in a high-paced environment; and
- Prioritize complex and sometimes conflicting issues.