



Benton–Franklin Workforce Development Council (BFWDC)

Vision: BFWDC contributes to our prosperous community by elevating the human potential.

Mission: Promoting a prosperous community by providing a progressive workforce system.

POSITION TITLE:	Staff Accountant
Type of Position:	Full-Time Non-Exempt
Pay Range:	\$27.00 - \$36.00
Benefits:	Full package provided/available
Schedule:	Monday through Thursday 8am – 5pm

ORGANIZATION AND PURPOSE:

Benton-Franklin Workforce Development Council (BFWDC) is a nonprofit organization that serves as the leadership and governing body for the region's workforce development system. BFWDC is governed by a 21-member Board of Directors that reflects the diverse constituencies of the regional community: business, economic development, education, labor, community organizations, and government. Our service area includes the counties of Benton and Franklin Washington. To learn more about the BFWDC visit us at www.bentonfranklinwdc.org

SUMMARY:

We are seeking a detail-oriented, positive and collaborative Staff Accountant to join our Fiscal team. The ideal candidate would have a degree in Accounting and 3+ years of related experience, preferably within the non-profit sector. We seek applicants from all backgrounds to ensure we get the best, most detail-oriented, and fiscally experienced talent on our team.

POSITION OVERVIEW:

This position is responsible for overseeing and participating in full-cycle A/P and A/R, posting/reviewing the General Ledger, managing monthly credit card statements, and performing other general accounting duties. They will assist the Fiscal Director with cash management, financial reporting, monthly financial statements, and other staff members with overall accounting support.

The Staff Accountant will handle a variety of accounting and related fiscal system reports while reviewing for accuracy and completeness including auditing master records and transactional data. The Staff Accountant will analyze and interpret financial information, perform account analysis to make sure that entries and balances are correct, and provide assurance that information complies with professional and regulatory standards. The Staff Accountant will report to the Fiscal Director.

EDUCATION/EXPERIENCE:

Required

- Accounting related education (college level, technical school, high school) or equivalent combination of education and experience.
- 3 years of related work experience (Non-profit preferred). Military service may be substituted for experience.
- Prior experience applying knowledge of Generally Accepted Accounting Principles (GAAP).
- High computer literacy with strong capabilities in Microsoft Excel.
- Strong organizational and analytical skills.
- Has a demonstrated aptitude for attention to detail.
- Effective oral and written communication skills.

Preferred

- Bachelor's degree in Accounting, Finance, or Business Administration from an accredited four-year college or university, with a minimum of 12 semester hours in accounting and 3-5 years of full-time experience in accounting. Demonstrated professional experience, as well as military service, can be used in lieu of education.
- Experience working with grant funded programs or other previous or similar government employment programs.

MAJOR DUTIES AND RESPONSIBILITIES:

- Produce financial reports for internal and external users.
- Support monthly and quarterly review of ledger reconciliations to ensure accuracy and quality is maintained.
- Assist with subrecipient monitoring in accordance with grant requirements and regulations.
- Works with Fiscal Director and other staff on the preparation of various budget development documents and reports.
- Assist with the creation and updating of agency accounting policies and procedures documents.
- Assist with the research of various accounting issues; resolve accounting/reporting issues to ensure proper accounting standards and best practices are applied.
- Maintain a high level of accuracy, maintain confidentiality, and pay close attention to detail.
- Ability to excel in a deadline-oriented environment and demonstrate a high level of competence in organizing and prioritizing multiple work assignments.
- Recognize and understand how computerized accounting systems aid in compiling, maintaining, and reporting accounting information.
- Self-motivated, with a strong desire for continuous learning and the ability to drive process improvement.
- Assist in communicating with management, outside agencies, and other BFWDC departments regarding accounting treatments and justifications.
- Perform various accounting functions as assigned to support the team in accordance with internal controls, procedures, and policies of the accounting department.
- Other duties as assigned.

ADDITIONAL REQUIREMENTS:

- Demonstrated effective oral and written communication skills.
- Ability to work collaboratively with colleagues and partners from diverse backgrounds and experiences.
- Highly motivated and actively contributes in an inclusive, collaborative environment that engages and challenges fellow BFWDC team members in meeting organizational and professional goals.
- Skilled in planning and prioritizing work effectively, working independently and with minimal supervision.

- Assist in conducting continuous quality improvement reviews to ensure compliance with federal, state, and local policies/regulations.
- Assist in developing policies, procedures, and desk aids related to WIOA and other workforce programs.
- Ability to read and analyze federal/state regulations and other legal documents.
- Ability to effectively present information to management, public groups, and board of directors.
- Ability to work independently with minimal supervision, communicate effectively, and utilize strong interpersonal skills.

Lastly, like all members of our team, the Staff Accountant will embody continuous improvement and has an instinct for identifying ways to improve all aspects of our work and making that happen directly and through teamwork.

WORKING CONDITIONS:

Work is performed at the BFWDC office in Kennewick, Washington, and as needed at various sites throughout the two-county region of Benton-Franklin, Washington. BFWDC is open for business from 8:00 a.m. to 5:00 p.m., Monday through Thursday; our work from time to time may be conducted outside of normal business hours. The position will require some travel, mostly within Benton and Franklin Counties. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

COMPENSATION:

The starting hourly range for this position is \$27.00 - \$36.00. BFWDC reviews the salary schedule annually based on employee performance and economic conditions.

BFWDC offers a generous benefits package with paid time off up to 280 hours available annually for full-time employees, paid professional development opportunities, flexibility of work hours within our Monday-Thursday workweek, medical, dental, and vision coverage with premiums paid 100% for employees, and 10% 401K contribution after one year of employment.

This is a full-time position with the possibility of long-term career growth.

TO BE CONSIDERED:

A cover letter and resume must be submitted to DeAnn Bock, Benton-Franklin Workforce Development Council, Fiscal Director. Submissions should be made via e-mail at admin@bf-wdc.org.

All cover letters and resumes must be received by 5 PM Pacific Standard Time on October 31st, 2024 to be considered.

Equal Opportunity

Benton-Franklin Workforce Development Council is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay Service: 711