

**WORKFORCE SOLUTIONS**  
**Job Description**

<b>JOB TITLE:</b>	Comptroller/Program Accountant	<b>Department:</b>	Finance
<b>Salary:</b>	\$46,800	<b>Reports to:</b>	Chief Financial Officer
<b>Status:</b>	Salaried	<b>Last Revision Date:</b>	8/24/2009

**SUMMARY**

Administrative, management and supervisory position responsible for assisting the Chief Financial Officer with the compilation of data pertinent to the Workforce Board's financial reporting system and maintaining financial information and fiscal controls.

**PRIMARY ADMINISTRATIVE RESPONSIBILITIES**

1. Assists the Chief Financial Officer with the compilation of data pertinent to the Board's financial reporting system.
2. Supervises and directs work of the Finance Assistants.
3. Reconciles balance sheet accounts, verifies revenue and expenditure accounts and prepares appropriate journal entries.
4. Assists in the preparation of management and financial reports for the Board.
5. Assists in the operation and control of an effective financial reporting system, and the preparation of monthly, quarterly and year-to-date reports. Reviews all reports prepared by finance staff.
6. Assists in the preparation of forms, reports, and other documents necessary for compliance with local, state and federal regulatory requirements related to grants received.
7. Responsible for maintaining the equipment inventory.
8. Assists the Chief Financial Officer, monitors and/or auditors in gathering files, data, and reports.
9. Serves as backup for finance assistants.

**PRIMARY PROGRAM RESPONSIBILITIES**

1. Operates and controls a financial (MIP-GAZ) and programmatic (Gazelle) reporting system and the preparation of monthly, quarterly and year-to-date reports.
2. Prepares and manages Gazelle enrollment budgets and monitors these budgets for consistency with the Board's approved spending budget. Initiates changes to the enrollment budgets when necessary.
3. Maintains and analyzes all MIP-GAZ and Gazelle reports.
4. Prepares appropriate journal entries to record Gazelle activity in the Board's general ledger.
5. Assists with the monitoring of individual training accounts.
6. Provides continuous training to career planners on the use of Gazelle.
7. Maintains the Employed Worker spreadsheet.
8. Pursues alternative funding sources as appropriate.
9. Performs related work as required.

**KNOWLEDGE AND SKILL REQUIREMENTS**

1. Knowledge of the principles and procedures of government accounting and reporting practices (OMB Circulars). Knowledge of cost allocation and internal controls. Grant accounting/auditing experience preferred.
2. Knowledge of modern office practices, procedures and equipment as applied to the maintenance of an accounting system. Experience with SAGE MIP Accounting Software preferred.
3. Ability to supervise and manage others.
4. Ability to prepare reports using Excel.

**EDUCATION**

1. Bachelor's degree in accounting. CPA preferred.

2. Two years of responsible accounting/auditing experience.

**WORKING CONDITIONS**

Office environment with extensive computer usage and limited travel. This job description is subject to change at any time without prior notification.

**ACKNOWLEDGEMENT**

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Signature

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Date