



**555 Union Boulevard, Allentown, PA 18109**

## **FULL JOB DESCRIPTION: ACCOUNTANT**

### **Job Summary**

We are seeking a detail-oriented and experienced Accountant to join our team. This position is a mid-level accounting role that assists the Fiscal Director with all accounting, purchasing, payroll, and reporting tasks of the Workforce Board Lehigh Valley, in order to meet internal, external, and grant reporting requirements.

### **Essential Responsibilities**

- Assist Fiscal Director with daily, monthly, and annual accounting functions
- Prepare financial reports for monthly accounting close
- Be the back-up in the absence of the Fiscal Director
- Prepare and enter journal entries, ensuring proper documentation is attached
- Assists internal and external monitors and auditors by supplying documentation when requested
- Assists in review of subcontractor budgets and expenditures
- Prepare monthly bank reconciliations
- Provide fiscal guidance to subcontractors and vendors as needed
- Prepare requests for proposals for services as needed
- Maintain vendor contact list and supply ordering process
- Other duties as assigned

### **Experience**

- Bachelor's degree, preferably in Business Administration, Accounting, or a related field of study with at least two years of relevant work experience. Relevant work experience which has provided the skills, knowledge, and abilities for this position may be considered in lieu of education and experience requirements.

### **Skills & Knowledge**

- Experience with accounting software/Enterprise Resource Planning (ERP) systems
- Working knowledge of generally accepted accounting principles, practices, and procedures
- Understanding of budgets and the budgeting process
- Proficiency with Microsoft Office applications, especially Excel and Outlook
- Experience with public and private grant programs beneficial, but not required
- Ability to meet deadlines and manage multiple tasks simultaneously
- Analytical, problem-solving, and quantitative skills

- Must be detail oriented, accurate, have excellent organizational skills, and able to meet deadlines
- Working knowledge of general contracting and procurement principles
- Excellent interpersonal, verbal, and written communication skills

This Accountant position offers an opportunity for professional growth within a dynamic work environment where your contributions will directly impact the community!

Job Type: Full-time

Pay: \$55,000.00 - \$65,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Work Location: In person