

## Accountant (AACOG)

This is a non-supervisory position. Work involves preparing and/or overseeing the preparation of financial analysis tenant ledgers and reports; Establishing, maintaining, and/or overseeing accounting systems, procedures, and controls; Ensures that funds are properly reported and expended; Uses the program Grant Allocation Methodology; Ensures that the expenditure of funds is in compliance with applicable Alamo Area Council Of Governments (AACOG), city, state, and federal guidelines; Ensures accuracy and timeliness in classifying and recording of financial and business transaction data; Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Plans, organizes, coordinates, and/or directs programs to control the financing of agency operations; Oversees the allocation of state and federal funds to agency operating programs, and develops suitable plans for validating and matching the various funds used in financing agency operations; Audits general journal entries and payment, cash, purchase, travel and related vouchers; Conducts sample tests to verify the accuracy of entries and transactions, and prepares various journal entries to accurately reflect the financial position of the project; Maintains current knowledge of all federal, state, and fiscal requirements relating to auditing, accounting, and assigned grants, and structures the financial records and accounts to be consistent with applicable recordkeeping and reporting requirements; Performs other job related duties as assigned.

**Desired Degree/Job Experience:** Bachelor's Degree in Accounting, Business Administration with emphasis in Accounting; Three (3) years of experience in a governmental accounting environment, including use of an automated accounting system, governmental grant accounting, and internal audit and/or fiscal monitoring experience; Or any equivalent combination of education, experience and training.

**Other Qualifications:** Knowledge of CFR Part 200 Uniform Administrative Requirements, cost principles and Audit requirements for Federal and State awards; Knowledge of program Grant Allocation Methodology; Knowledge of Excel, Financial Administration, Budget Control, and Fiscal Accounting; policies, and procedures; Knowledge of laws and regulations pertaining to fiscal operations; Knowledge of Governmental Accounting Standard Board (GASB) 87 Leases is a plus; Skilled in the use of office equipment, computers, and associated software applications; Ability to plan, organize, and direct accounting programs, budget funds, set up accounting systems, interpret laws and regulations, apply accounting theory, and to communicate effectively.

This position is a Pay Grade 19 with a starting annual salary of \$58,766.03. This is an exempt position. Open until Filled. **Only electronic online applications will be accepted.**

AACOG offers a generous benefits package. These benefits can be reviewed at [ADVANTAGES of WORKING for AACOG](#).

**Apply online at:**

**[www.aacog.com/jobs](http://www.aacog.com/jobs)**

**Equal Opportunity Employer**