



JOB DESCRIPTION

JOB TITLE	Accounting Technician	DEPARTMENT	Finance
REPORTS TO	Accounting Supervisor	FLSA EXEMPTION STATUS	Non Exempt

ORGANIZATION OVERVIEW

Project BRAVO builds bridges to opportunities that help individuals and families thrive in our community. Project BRAVO is a private nonprofit 501 (c) (3) corporation founded in 1965. It is the designated Community Action Agency (CAA) for El Paso County. Project BRAVO is funded by the Texas Department of Housing and Community Affairs through the Community Services Block Grant (CSBG) and various other funding sources. Project BRAVO provides services to approximately 20,000 individuals annually, operates four centers across El Paso, and provides programs and services including: Health & Wellness Program, Intensive Case Management, Utility Assistance, Weatherization & HVAC Repair, First Time Homebuyer Education, Foreclosure Prevention, and Affordable Housing Apartments.

POSITION OVERVIEW

The Accounting Technician, under the direction of the Accounting Supervisor, is responsible for a number of functions within the department including; managing payroll from data collection to processing, petty cash management, construction invoice processing & payment, grant financial reconciliation & reporting, accounts and grants receivable as well as other duties and special projects as needed.

RESPONSIBILITIES

- Oversees the collection of timecards and reviews them for accuracy and completeness on TimeClock Plus
- Coordinates with Automated Data Processing (ADP) in the processing of hours worked and wages owed on a bi-weekly basis.
- Tracks the accumulation and use of PTO.
- Issues payroll checks and/or necessary documentation to staff and management in conformance with organizational internal controls.
- Prepares bi-weekly and monthly subsidiary schedules that show detailed payroll activity.
- Prepares and inputs journal entries to record payroll activity.
- Calculates and performs journal entries at year end to record related payroll accruals.
- Performs other duties under payroll as needed to ensure the completion of the payroll cycle.

- Responsible for verifying that receipts and other needed information are submitted in a timely manner.
- Ensures that the petty cash balance is replenished in a timely manner so that funds are always available.
- Responsible for adhering to internal control standards that pertain to expense allowability, reasonableness, classification and approval.
- Responsible for receiving construction invoices and verifying for completeness.
- Reconciles the balances with the Weatherization department on a monthly basis to ensure all invoices pertaining to a certain month have been received and inputted.
- Submits invoices for review and approval through Microix.
- Performs monthly and year-end accruals and enters them into the accounting system.
- Reviews financial activity under all grants and performs adjustments as needed to ensure accuracy and expenditure allowability.
- Performs needed monthly grant financial reports for approval by the Executive Director.
- Inputs grant financial information into the Texas Department of Housing and Community Affairs (TDHCA) grant reporting website for approval and processing.
- Reconciles grant financial activity at year end and perform the final reports.
- Presents all grant reports for monitoring and auditing by internal and external monitors.
- Responsible for the grants and accounts receivable.
- Calculates and records accounts receivable for all grants and programs (such as housing) and related revenue.
- Performs the deposit slips for funds received at least once a week.
- Researches thoroughly any funding received that is of an unknown source to ensure proper credit is given to an appropriate grant or grants.
- Performs all entries to record the receipt of funds.

DELIVERABLES

- Completes the monthly payroll reporting process three days after the end of the month.
- Processes the rental payments and other funds at least twice a week.
- Ensures that the petty cash box is appropriately stocked and all receipts are processed.
- Ensures that payroll is processed by the next Thursday following the end of payroll bi-week.
- Ensures that all monthly and end-of-grant reports accurately state the financial condition of the grant and do not include unallowable charges.

PHYSICAL

- Sit, stand, stoop, talk, walk, push, pull, and carry 15 lbs., reading and writing.
- Nature of overall responsibility involves frequent exposure to pressure.
- Must be able to drive, travel out of town, have access to an insured motor vehicle for work related travel, and have a valid driver's license.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Minimum two (2) years of bookkeeping experience.
- Experience with Sage MIP or other related fund accounting software programs.
- Excellent MS Office skills (Excel, Word, Excel, PowerPoint).
- Must have a valid state issued driver's license and proof of auto insurance.

PREFERRED QUALIFICATIONS

- Bilingual: Fluent, read and write in English and Spanish.
- Bachelor's degree with a concentration in accounting or finance.

This job description is intended to describe the nature and level of work being performed by people assigned to this position. It is not to be construed as an exhaustive list of all responsibilities and duties required of the incumbents.

Upon review of the job description and requirements:

- I am able to perform the essential functions of the job.
- I am not able to perform the essential functions of the job without accommodations.

Please list the accommodations needed to perform the job functions:

- I am not able to perform the essential functions of the job even with accommodations

I have received a complete copy of the job description and understand the requirements of the job. This job description has been reviewed with my Supervisor.

Employee Name (Please Print): _____

Employee's Signature: _____

