

POSITION DESCRIPTION
Approved By: Executive Director

Job Title:	Accounting Associate
Team:	Finance
Reports To:	Chief Financial Officer (CFO)
FLSA:	Hourly, Non-Exempt
Recent Review Date:	06.04.2025
Future Review Date:	06.04.2027
Hiring Range Based on Education and Experience:	\$28.57/hour - \$31.87/hour (\$52,000 - \$58,000 annualized)

AGENCY SUMMARY:

CNY Works is a not for profit (501(c)(3)) corporation and serves as the Onondaga County Workforce Investment Board (OCWIB). Workforce Investment Boards are regional entities created to implement the Workforce Innovation and Opportunity Act. CNY Works has been designated by local government (City of Syracuse and Onondaga County) to administer the workforce development funds targeted for the Central New York (CNY) area. CNY Works functions as the apolitical convener of business, economic development, and community agendas to define workforce system goals, garner resources, and support growth and development of the local and regional economy. On an operational level, CNY Works provides services to help develop, attract, and retain workforce talent in the Central New York region by providing skill development, training, education services, information, and career resources for job seekers and businesses.

CAREER CENTER SUMMARY:

The CNY Works Career Center is the heart of the One-Stop Delivery System in Onondaga County and provides comprehensive career services to job seekers, specifically youth, adult and dislocated worker populations. The Career Center delivers high-quality career services, education and training, and comprehensive supportive services to the local community which are tailored to meet the needs of the local and regional economies. Services include individual and team case management, Resource Center access and support, workshops and other partner and community-based services aimed at developing job seekers' skills for employment success.

POSITION OVERVIEW:

The Accounting Associate is a full-time, on-site role supporting the CFO and financial mission of the Agency by being a member of the CNY Works finance department cross-functional team whose primary role is to perform a variety of accounting and financial tasks. The Accounting Associate will perform complex clerical, bookkeeping, and accounting assignments and prepare financial statements and reports using accounting software.

POSITION ESSENTIAL FUNCTIONS:

- Reconcile Prepaid Expenses General Ledger (GL) Account monthly
- Perform daily bank reconciliation
- Monitor and ensure staff adherence to record retention policies in relation to financial records

- Create Service Contract Workbook emails
- Process checks weekly and ensure they are complete for CFO review
- Perform quality assurance on Incumbent Worker Training (IWT) and On the Job Training (OJT) accounts
- Review and authorize invoices entered into the MIP system for accuracy and validity
- Transfer hours worked from staff monthly time allocation sheets into MIP and other reports as necessary
- Prepare and execute NYSDOL monthly shared costs billing
- Review monthly purchase order report
- Prepare monthly accruals
- Act as backup when needed to perform payroll journal entries
- Perform regular rent adjusting journal entry after distribution codes are generated
- Prepare monthly account receivable invoice for NYSDOL and community partners
- Prepare bank deposits for CFO, take to bank as needed in CFO absence
- Obtain One Stop System Operator quarterly reports and invoices, process invoices, and ensure accurate and timely payment is made
- Prepare and review all program financial reports with program staff
- Assist CFO with WIOA monthly financial report
- Prepare quarterly NYSDOL common area charge (CAM)
- Ensure inventory is accurate and tracked accordingly for annual audits
- Assist with Program Reports
- Prepare, review, and distribute all annual 1099 forms
- Maintain active accounts with System for Financial Support (SFS) and System for Award Management (SAM)
- Oversee the purchase of equipment, materials, supplies and/or services that are subject to the Agency's procurement process
- Assist CFO with CHAR500
- Collaborate with CFO and assist in preparing the Agency's annual budget
- Collaborate with CFO and assist as needed with all financial audits
- Monitor MIP for Training Updates and advise CFO and team accordingly
- Other duties as assigned

ACCOUNTABILITIES:

Meet position essential functions for quality and productivity. Adhere to agency policies and procedures. Satisfactorily perform activities supporting the financial operations of the Agency to include timely and accurate performance with strong work ethics, integrity, and reliability.

QUALIFICATION STANDARDS:

A bachelor's degree in accounting or related field is preferred. An associate's degree in accounting with a minimum of three to five years of experience will be considered. Non-profit accounting experience and grant allocation accounting knowledge is a plus.

Attention to detail, time management, and impeccable organizational skills are critical attributes, including a high level of written and oral communication skills.

- Proficiency in using Microsoft Office Suite including Word and Excel or similar software
- Ability to prepare and discuss Financial Statements
- Understanding of and ability to adhere to Generally Accepted Accounting Principles (GAAP)
- Ability to organize, multitask, and prioritize work
- Ability to diligently complete detailed tasks with a high level of accuracy
- Excellent verbal and written communication and people skills

- Self-motivated with ability to work independently and without supervision and to make appropriate decisions
- Ability to receive and convey detailed information to other workers and customers accurately
- Ability to research and analyze detailed information accurately
- Ability and desire to understand the overall functions of the organization and apply this understanding to work performed
- Ability to interact with, customers and staff in a positive, cooperative and supportive manner
- Ability to work extra hours as job duties demand
- Ability to operate a phone system and familiarity with email and basic computer programs like Teams and Zoom
- Ability to sit at a desk and use a computer and telephone 6 – 8 hours per day
- Ability to periodically lift up to 15 pounds as needed
- Must have own transportation and valid driver's license

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position

Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor or the Agency

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship