



**Capital Workforce Partners (CWP)** is seeking a **Staff Accountant II** for the processing of cash receipts, invoicing for selected grants, reporting for selected grants and close out of grants and processing bi-weekly payroll. In addition, the Staff Accountant II will assist the Accounting Manager with the month, quarter, and year end process.

### **Why might you want to join us?**

CWP is a \$26M non-profit organization. As the state's regional Workforce Development Board in North Central Connecticut, Capital Workforce Partners helps individuals overcome barriers to employment and closes the gap between skills and business hiring needs. Our organization is guided by a Consortium of the region's chief elected officials and by representatives from business, education and labor serving on our Board of Directors. CWP invests in opportunity youth development, develops sustainable career paths for adult workers, and assists employers with a variety of programs and services provided through the American Job Center network. If you share our values and are passionate about our mission, read on!

### **What will the Staff Accountant do?**

- Invoicing of select grants.
- Quarterly reporting for select grants and close out for those grants.
- Cash receipts.
- Monthly journal entries for depreciation and benefits.
- Benefit reconciliation.
- Bi-weekly payroll.
- Payroll accruals.
- Review entries from Staff Accountant I.
- Review invoices for budget compliance and allowable expenses.
- Input and maintain budgets in Abila for select grants.
- Assist with annual financial audit preparation and other audits as they arise.
- Process various general ledger account reconciliations, monthly, quarterly, and annually.
- Process monthly allocations.
- Provide support to Accounting Manager.
- Coordinate or assist with special projects and perform other duties as assigned.

### **This job could be the right fit if you possess these qualifications:**

- Professional level technical accounting skills.
- Proficient use of spreadsheets and automated databases (standardized and customized).
- Excellent verbal and written communication skills.
- Ability to operate in a professional team environment and contribute to the team product, balancing individual, and group priorities.
- Ability to proactively use technical expertise to support continuous improvement for the organization.
- Ability to maintain positive working relationships both internally and externally.
- Ability to work independently, prioritize assignments, estimate time requirements, and meet deadlines.
- Ability to work in a fast-paced environment with shifting priorities.

### **In addition, we are seeking this experience and education:**

- Bachelor's degree in Accounting/Finance required with 3-5 years related work experience.
- Familiarity with WIOA and related state and federal statutes and regulations, State of Connecticut OPM policies and procedures.
- Knowledge of generally accepted accounting principles and standards.
- Non-profit accounting experience, preferred.
- Experience with administrative accounting systems.

### **Intrigued? Are we talking about you?**

If so, please submit your cover letter, resume, and salary requirement as soon as possible. Applications will be reviewed continuously, and interviews will occur on a rolling basis. Salary range \$60,000-\$65,000. Direct submissions to:

Capital Workforce Partners  
Human Resources Department  
One Union Place 3rd Floor  
Hartford, CT 06103  
Email: [HR@capitalworkforce.org](mailto:HR@capitalworkforce.org)

We offer a competitive salary and benefits package. Capital Workforce Partners is an Equal Opportunity Employer M/F/D/V committed to a diverse workforce. Please visit our website: <http://www.capitalworkforce.org/>