



JOB DESCRIPTION

Job Title: **Senior Accountant**

Reports to: Chief Financial Officer (CFO)

Supervises: N/A

Job Code: 124

FLSA Status: exempt non-exempt full-time part-time other

Salary Ranges: Starting around \$55,000

Position Summary:

Responsible for managing the systems that track income, assets, expenditures, and debt, cross-train, and support payroll. Records the financial transactions of the Coalition and supports the Chief Financial Officer with short-term and long-term financial planning for the Coalition as well as revenue and expense projections, grant tracking and fiscal monitoring of sub-recipients. Responsible for updating Coalition Fiscal Policies & Procedures to comply with OEL requirements. Must maintain all coalition employees', vendor, and client information/data confidential.

Essential Job Functions:

Accounting and Finance

- Prepare for submission of monthly financial invoices and reports, on/or before the due dates each month, to all funding sources.
- Review and posts Accounts Payable and Accounts Receivable transactions.
- Assist with the reviews of Finance Support Specialist aged accounts payable report on a weekly basis to ensure timely payment per established state regulations and as directed by Chief Financial Officer.
- Review recording of asset, liability, revenue, and expense entries.
- Review sub-recipient payments (e.g., 4C; OCPS)
- Maintain and balance general ledger accounts by verifying, allocating, reconciling transactions, resolving discrepancies.
- Month-end and fiscal year-end closings and reporting for shared cost categories.
- Assist Chief Financial Officer to prepare audit reports and monthly /annual financial statements.
- Monthly monitoring of cash flows
- Cross-train and support payroll functions.
- Assist with annual match fundraising event budget, financial reporting, and analysis.
- Assist the Chief Financial Officer and / or Department Directors in developing budgets, including updates and review.
- Assist the Chief Financial Officer in Budget Analysis/Realignment and prepare projections for OEL.

- Test OEL Invoice Workbooks to identify and report glitches.
- Any other duties or responsibilities to support the mission or responsibilities of the Coalition as assigned by the Chief Financial Officer.

Compliance

- Provide support for annual monitoring of sub-recipients, as directed by Chief Financial Officer, and prepare Draft and Final Sub-recipient Monitoring Reports.
- Assist with all on-site monitoring visits by OEL, including but not limited annual fiscal review.
- Assist Chief Financial Officer with preparation for annual auditing.
- Ensures accuracy and on-going maintenance of sub recipient contractual budget versus actual for accounts payable processing.
- Work closely with Accountant or assigned staff member who logs in checks to ensure all checks received are deposited in accordance with ELCOC Policies and Procedures.
- Ensure accuracy of monthly expenses.
- Resolve and submit prior period adjustments to OEL including the submittal of all required documentation per OEL and ELCOC policies, procedures, and guidelines.
- Update Coalition Fiscal Policies and Procedures to remain compliant with OEL Requirements.

Development/Training/Technical Assistance (TA)

- Assist in the development of annual budget and entering Sage Fund Accounting software.
- Train staff in cross-functional areas, as needed.
- Assist with forecasting and analyzing spending variances on a monthly basis.
- Assist in the preparation of financial reports and correspondence as directed by the Chief Financial Officer.
- Responsible for ongoing organization and effective maintenance of official Coalition financial records.
- Other duties as assigned.

Administrative Support

- Provide assistance to the reception area as needed.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Ability to make mathematical calculations and balance a budget.
- Ability to organize, coordinate projects, set priorities, meet deadlines and follow-up on own and subordinates' assignments with little or no supervision.
- Manage time effectively.
- Ability to work in collaboration and foster teamwork amongst cross-functional teams.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of English business language with ability to communicate clearly and concisely, both orally and in writing.

- Ability to effectively communicate sensitive information and exercise sound judgment.
 - Knowledge of basic customer service techniques.
 - Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
 - Ability to establish and maintain effective working relationship with a variety of constituents.
 - Ability to solve problem and deal with a variety of variables.
 - Demonstrate knowledge of accounting and budgeting practices of Florida state standards and requirements.
 - Proficient in the operation and use of a personal computers and computer software applications (Microsoft Office Suite). Ability to navigate the Internet.
 - Knowledge of accounting software, preferably Sage Fund Accounting.
 - Must possess a valid Florida Driver's License with ability to travel off-site locations.
 - Ability to work flexible/hours schedule i.e., occasional Saturdays, or evening hours.
 - Professional appearance and presentation.
 - Occasional lifting of office equipment and supplies of less than 30 pounds.
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Education and Experience

- Bachelor's Degree in Accounting or Finance with five (5) years of experience in public grant management knowledge required; (Masters preferred)
- Must demonstrate a working knowledge of not-for-profit leadership and government rules and regulations.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Send Cover Letter and Resume to:

tbrady@elcoc.org

By Fax to:

407-749-0287

By Mail to:

Early Learning Coalition of Orange County

Attn: Theresa Brady

Human Resources Manager

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