



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.)

This job description **Senior Accountant** was reviewed by the HR Manager

Name: Theresa Brady

Signature

This job description **Senior Accountant** was reviewed and approved by the C.E.O.

Date:

Signature

Name: Scott Fritz

I have read and understand the contents of this job description. I understand that this is a general description of my responsibilities and may not include other duties that may be assigned as necessary. ELCOC reserves the right to change or amend this job description.

Date

Printed Name

Employee Signature