



JOB DESCRIPTION

Job Title: **Accounting Specialist**

Reports to: Director of Finance

Supervises: N/A

Job Code: 125

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

Salary Ranges: Starting around \$50,000

Position Summary:

This position is responsible for recording the E-rec transactions of the Coalition and administrative support functions for the Director of Finance. These include procurement, accounts payable and administrative organization. All coalition employees, provider's and families' information and data must be maintained confidential.

Essential Job Functions:

Procurement and Accounts Payable.

- Reviews E-rec requests from departments and obtains all necessary information.
- Process weekly E-rec requests.
- Communicates and obtains department E-rec approvals.
- Assigns proper Fund and OCA codes to E-recs for General ledger processing.
- Input E-rec data into MIP Accounting software.
- Forward approved E-recs to Procurement for Purchase Order processing.
- Works closely with the Procurement Department to resolve the status of open purchase requests and discrepancies for orders placed and/or received for accounts payable processing.
- Processes monthly Finance credit card payments on a timely basis.
- Reconciles monthly payroll insurance invoices.
- Assist with monthly reconciliation of all payroll insurance items.

Administrative Support

- Provide assistance to the reception area as needed.
- Provides administrative support and assistance to Director of Finance.
- Assist management in compiling and drafting correspondence, forms, spreadsheets, schedules, related operations manuals, reports, and other professional office documents.
- Ensure all relevant filing of documents are kept in an orderly manner and filed in a timely manner.

(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:

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar in order to prepare and read documents and correspondence.
- Ability to establish and maintain positive working relationships with other employees.
- Ability to maintain a cooperative working relationship with a variety of constituents.
- Proficient in the use of computer software (MS Office Suite). Ability to navigate the Internet.
- Knowledgeable in Federal, state, and local contract regulations regarding grant funds.
- Knowledge of accounting software, preferably MIP Accounting.
- Must possess a valid Florida driver's license.
- Ability to organize and maintain records effectively following management standards and with attention to detail.
- Ability to work in a fast-paced environment, multi-task, analyze, compile, and organize data effectively.
- Ability to solve problems and deal with a variety of variables.
- Ability to work and communicate, in oral and written format, with people from various multi-cultural backgrounds and socio-economic levels.

Education and Experience

- Associates Degree in accounting preferred and three (3) to five (5) years of job-related experience.
- Years of required experience may include Intern job related experience.
- Accounting experience in the non-profit sector preferred.
- Knowledge of MIP Abila Accounting Software is a plus.

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

Send Cover Letter and Resume to: employment@elcoc.org

By Fax to: 407-749-0287

By Mail to: Early Learning Coalition of Orange County

Attn: Theresa Brady Director of Human Resources
7700 Southland Blvd. Suite #100 Orlando, FL 32809

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