



JOB DESCRIPTION

Job Title: **Staff Accountant**

Reports to: Senior Accountant

Supervises: N/A

Job Code: 125

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

Salary Ranges: Starting around \$26.50 per hour.

Position Summary:

Performs various professional accounting duties including maintenance and analysis of accounting records, preparation of accounting schedule, reports and financial statements; prepares journal entries and reconciles ledger accounts; ensures compliance with generally accepted accounting principles and coalition's policies, procedures and contracts. Must maintain all coalition employees', vendor, and client information/data confidential.

Essential Job Functions:

Accounting and Finance

- Reconcile bank statements monthly.
- Assist with the preparation of 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.
- Maintain General Ledger.
- Prepare asset, liability, revenue, and expense entries.
- Maintain and balance general ledger accounts by verifying, allocating, reconciling transactions, resolving discrepancies.
- Track and reconcile simple and complex transactions.
- Provide support to the accounting team, assist with bank and credit card statements, payroll, Billings, A/P, A/R, posting transactions, allocations and journal entries.
- Perform monthly balance sheet reconciliations to ensure accuracy and completeness of financial data.
- Assist in the budgeting process by providing financial data and analysis.

- 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 leadership, 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 with preparation for annual audit.
- Work closely with assigned staff members who log in checks to ensure all checks received are deposited in accordance with ELCOC Policies and Procedures.
- Ensure accuracy of monthly expenses.

Development/Training/Technical Assistance (TA)

- Assist with forecasting and analyzing spending variances on a monthly basis.
- Assist in the preparation of financial reports and correspondence as directed.
- Responsible for ongoing organization and effective maintenance of official Coalition financial records.
- Other duties as assigned.

(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 relationships with a variety of constituents.
- Ability to solve problems 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 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.

- This position requires a candidate who can work remotely and in an office setting, with the ability to complete mandatory in-office training and attend meetings when required. Requires high-speed internet access that can be maintained daily, at least 25 Mbps (download) and 5 Mbps (upload) when working in a secure home location. Basic understanding of how to troubleshoot computer and internet issues. Must be Tech savvy overall, using cloud-based systems, with proficiency in Microsoft Office (Excel, PowerPoint, Word, Outlook). Knowledge of general office procedures of basic operational tasks, including answering phones, using email, using computerized and online systems to perform daily work.
- This position requires interaction with birth through 5-year-old children at Coalition sanctioned and volunteer events.

Education and Experience

- Bachelor's Degree in Accounting or Finance.

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