



POSITION: Accountant	REPORTS TO: Chief Financial Officer
CLASSIFICATION: Full time - Exempt	DEPARTMENT: Fiscal

PRIMARY RESPONSIBILITIES:

The Accountant/Senior Bookkeeper is mainly responsible for general non-profit accounting, monthly closing and reimbursements request to funders, as well as analytical reporting. The individual will perform multiple general accounting functions as required in compliance with US GAAP and prepare a variety of analytical reports. The individual will also work with Finance/Accounting members and other departments to support day to day transactions. The individual holding the position reports to the Chief Financial Officer on all phases of accounting work.

ESSENTIAL JOB REQUIREMENTS:

Duties and responsibilities include, but are not limited to the following areas:

- Prepares journal entries including accruals, payroll and all miscellaneous.
- Reconciles general ledger accounts including bank accounts and prepares account analysis monthly as assigned
- Quarterly Preparation of Financials and Monthly Closings
- Prepare Annual Financial Statement and Closing for Audit
- Entering data into the GMS (Grant Management System) Program and QuickBooks
- Assist with Corporate Budgets and Analysis, as needed.
- Provide Administrative Assistance as required in Fiscal Department
- Prepare Grant Reimbursement Reports as needed (Including Children Trust), assist Chief Financial Officer with property management reporting and audits
- Prepare Property Management Financial and monthly closing reports
- Maintain Inventory Records
- Serve as backup and provides assistance to staff in other areas of Payroll, Personnel, Accounts Receivable, Accounts Payable, Cash Management and Risk Management

JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

The ideal candidate will have demonstrated skills, strong knowledge and experience in the following areas:

- Minimum BA degree or related field and at least two years of non-profit accounting experience
- Self-starter and well organized
- Ability to prioritize, multiple tasks under tight deadlines, strong analytical capability and attention to detail
- Proficiency in Microsoft Excel and Word
- Strong interpersonal and communication skills (written and oral)
- A team player with the ability to be discreet with confidential information
- Capable of handling insurance related problems and other routine administrative matters
- Bi-Lingual Spanish/English

COMPESATION:

This is an Exempt Full-time position. Salary is negotiable. Benefits include: company paid health-insurance, long-term disability insurance, life-insurance, annual leave and sick leave, low-cost employee-paid dental and vision plan, employer contribution to a 403-B retirement plan is offered after one year of employment.

Please send **cover letter and resume** to Ms. Vivian Nesmith at ynesmith@ccfcfl.org. Any submission without both items will not be accepted. No phone inquiries will be accepted. CCFC is an Equal Opportunity Employer.