



Job Description

POSITION TITLE: Staff Accountant

REPORTS TO: Executive Director (ED)

POSITION OVERVIEW: Responsible for the day-to-day activities of the Accounting Department.

Compensation: \$15-17.5 per hour

RELATIONSHIPS: Works directly with the ED on all fiscal matters

PRIMARY FUNCTIONS:

- Record income and expenditures.
- Prepares and enters journal entries to accurately record financial transactions.
- Assists with the bi-weekly processing of payroll.
- Prepare and/or oversee monthly reimbursement requests for submission to funding agencies in a timely fashion.
- Monitor and maintain administrative and financial files.
- Assist with the purchase of supplies.
- Assist the Executive Director with budgets, audits, and special projects as they arise.
- Respond to all funder and ED requests.
- Assist in the fiscal portion of funding proposals including assurance that funds are spent according to outcomes expected by the funder.
- Prepare Monthly Financial Statements.
- Handle crisis situations within the agency in a calm and efficient manner.
- Responsible for the duties of Equal Employment Opportunity (EEO) coordinator.

SECONDARY FUNCTIONS:

- Other duties as assigned by the ED.
- Assist the designated Risk Management Coordinator

PROHIBITED FUNCTIONS:

- ❓ Does not provide any direct participant services.
- ❓ Does not respond to requests from the media.

QUALIFICATIONS AND SKILLS:

Qualifications:

- Three year's work experience in accounting, and/or combination of education and experience required

- Grant management experience helpful
- Strong attention to detail
- Ability to multi-task and problem solve efficiently within time sensitive deadlines
- Be a liaison with others within and outside of agency to accomplish goals
- Excellent oral and written skills
- Strong skills in QuickBooks, the Microsoft Office programs including Excel, PowerPoint, and other software programs used in modern accounting practices
- Must be comfortable with communicating with staff and organizations via phone, text, and email.
- Must pass a Level II Background Check with the State of Florida.
- Valid Florida driver's license.
- Must be able to work with a culturally diverse community with sensitivity and professionalism.
- Must comply with Mid Florida Homeless Coalition's Ethics Code of Conduct

I acknowledge that I have read, understood, and will comply with the above job description and that I have received a copy of the same.

Signed

Date