

Accounting Manager

Children's Services Council of Broward County

Job Summary:

This position will provide accounting analysis and other fiscal related activities for the Children's Services Council ("CSC"). These activities will include (but not be limited to) various accounting and budgeting transactions, summaries, schedules, and statistical and analytical reports. This position will initiate and process financial transactions, prepare reports, reconcile accounts, and assist in the development of policies and procedures related to financial activities.

Major Duties and Responsibilities:

Prepare financial statements, financial transactions for Accounts Payable, Payroll, General Ledger, and other fiscal related documentation.

Prepare grant related financial transactions and reports, including invoices, budgets, amendments, compliance reporting, etc. Prepare grant related financial reports and maintain a system to ensure grant compliance.

Provide input towards the annual budget process, including compiling data, monitoring activity and preparing appropriate amendments.

Maintain and reconcile various accounts, and other financial reports as required.

Confer with external auditors and other officials, including the preparation and compilation all required schedules and documents.

Prepare financial data analysis using various technologies to improve efficiencies and processes.

Work with SAMIS Fiscal Module data including, but not limited to, budgets (provider), budget amendments and approving reimbursements.

Assist in developing contracts, monitoring contract deliverables, reviewing invoices/receivables, and assisting with contract reviews.

Assist in the preparation of standardized systems and procedures related to the financial system and CSC's operation.

Follow federal and state laws, in addition to implementing programs, policies and procedures in accordance with CSC's priorities.

Conduct oneself in the best interest of the County's constituents and in support of the CSC's mission statement.

Perform other related duties as assigned.

Experience, Knowledge, Skills and Abilities:

Bachelor's degree in Accounting, Finance or related field and five (5) years or more relevant experience in accounting or related field, OR Associate's degree in Accounting, Finance or related and seven (7) years or more relevant experience in accounting or related field, OR high school diploma or equivalent and fifteen (15) years or more successful progressive experience in accounting or related field.

Knowledge of governmental accounting principles and procedures and the ability to apply such knowledge to accounting transactions.

Demonstrated ability in a variety of standard accounting and office procedures and systems, including knowledge of automated financial systems in a complex environment.

Demonstrated ability to work well with minimal direct supervision.

Demonstrated experience of providing concise, timely and clear analysis of complex issues.

Ability to communicate effectively, both orally and in writing.

Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings, etc.

Physical Demands & Working Conditions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel.