



Early Learning Coalition of Broward County, Inc.

Job Description

Position: Accountant Level I

Reports To: Controller

FLSA Status: Exempt

Position Status: Full-Time

Grade: 42

JOB SUMMARY: Under the supervision of the Controller and guidance from senior level staff as appropriate, the Accountant Level I position is responsible for the completeness and accuracy of the Coalition's general ledger accounts. The Accountant Level I position will maintain financial records and reports, perform assigned account reconciliations, and perform data entry/analytical duties as assigned. The Accountant Level I position will assist the controller with the compilation of data requirements for external audits and external monitoring reviews performed by various funders to ensure compliance with program requirements. The Accountant Level I role is a position of discretion and trust, requiring technical knowledge, high integrity and must exhibit good judgement.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major core duties and responsibility of the job; the employee is expected to perform these, and other job-related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice.)

- Responsible for learning the ELC business and the overall industry in which the ELC operates. Responsible for using good judgement, applying Generally Accepted Accounting Principles, and keeping the best interest of the organization in mind when performing job functions.
- Responsible for understanding the purpose of internal controls and maintaining those controls at all times while performing job functions.
- Responsible for complete, accurate and timely journal entries, reconciliations, and other assigned tasks.
- Collaborates with various departments within the organization to achieve goals in a way that fosters teamwork.

- Assists with month-end and year-end closing tasks.
- Analyzes and reconciles assigned balance sheet accounts monthly and at year end. Identify errors or omissions and prepare fully supported adjusting entries as needed.
- Assists with monthly review and follow-up on aged receivables and ensure that demand letters for delinquent accounts are issued and tracked in accordance with funder requirements.
- Maintains and updates reports as required for review and approval.
- Maintains and updates complete and accurate records in accordance with agency record retention and destruction standards and best practices.
- Provides documentary support for external audits, external monitoring reviews and other requests for reviews timely and completely.
- Participates in knowledge sharing and other on-going training activities to ensure sufficient cross training within the accounting/fiscal team and coverage in times of need.
- Provides excellent customer service. Communicates and collaborates with ELC staff, stakeholders, and vendors in a professional, results-oriented manner and be accountable for ensuring follow through on questions or problems when they arise.
- Proactively works to support ELC's mission and commitment to Broward Families and children.
- Other duties as assigned.

COMPETENCIES:

- High Integrity
- Strong Analytical Skills
- Strong Organizational Skills
- Attention to Detail and Accuracy
- Ability to Maintain Confidentiality
- Good Judgment
- Good Communication Skills
- Strong Problem-solving Skills
- Comfortable using systems and technology to diagnose issues and find solutions
- Ability to work effectively in teams and independently with minimum supervision
- Ability to multitask, prioritize, and meet deadlines

SUPERVISORY RESPONSIBILITIES:

- None

WORK ENVIRONMENT:

- This position operates in a professional office environment and remotely.
- This role uses commonly used applications that include Advanced computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and current state data systems.

PHYSICAL DEMANDS:

- While performing the duties of this position, the employee is regularly required to talk and hear.
- The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Able to sit for extended periods of time.
- Regularly required to walk and reach with hands and arms.
- Required corrected vision and hearing to normal range.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- This is a full-time exempt position that requires the employee to adhere to ELC's Telework Agreement.
- The work hours are typically Monday through Friday, 8:30 AM – 5:00 PM.
 - This position may work nights, weekends, and holidays.
 - This position may regularly work longer hours.

REQUIRED EDUCATION AND EXPERIENCE:

- BA in Accounting or other relevant field.
- 2+ years relevant accounting experience.
- Non- profit experience strongly preferred.
Knowledge of general accounting procedures and internal controls.
- Understanding of financial accounting software, experience with Abila MIP is a plus.
- Proficient in data entry and data management, advanced use of Excel is a plus.

ADDITIONAL REQUIREMENTS:

Background Checks

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Level I Background Check
- Drug Screen
- Valid Florida Driver License
- Valid Automobile Insurance – if applicable
- Access to Reliable Transportation – if applicable
- E-Verify
- High Speed Internet Access that can be maintained daily, with at least 50Mbps when working in a secure home location

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.

Acknowledgement of Receipt by Employee:

I, _____ have read the requirements for the position of Accountant Level 1. I accept the duties and responsibilities described and attest that I meet the requirements for this position as outlined in the job description. I further acknowledge that this job description is not intended to be a contract of employment and that the Early Learning Coalition of Broward County, Inc. reserves the right to make any necessary revisions to the job description at any time. By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the ELC.

Signature of Employee

Date

Name of Employee (please print)