



Early Learning Coalition of Broward County, Inc.

Job Description

Position: Accounting Specialist

Reports To: AP and Payroll Manager

FLSA Status: Non-Exempt

Position Status: Full-Time

Grade: 39

JOB SUMMARY: Under the supervision of the AP and Payroll Manager and guidance of the accounting staff, the Accounting Specialist is responsible for day-to-day general accounting tasks such as full cycle accounts payable, recording accounts receivables transactions and preparing other adjusting journal entries as needed to support the accounting staff.

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.)

- Accurately and timely verify, record and process vendor invoices approved for payment daily and prepare periodic batches for disbursement including but not limited to, performing the 3-way match, obtaining proper authorization to pay from the appropriate program and fiscal representatives, re-performing calculations to ensure accuracy and completeness, confirming, and entering appropriate cost coding to ensuring costs are appropriate allocating in the general ledger.
- Batching invoices appropriately for efficient review and approval and prepare Bank ACH transfer imports and positive pay uploads for approval and transmission by staff designated to authorize cash disbursements.
- Works with vendor maintenance staff to confirm appropriate vendor set up has been established and to prepare prenote batches to complete the vendor set up cycle.
- Accurately and timely verify and record pre-paid and other amortized expenses

monthly.

- Reconciles the purchasing card monthly and allocates corresponding expenses correctly and timely.
- Monitors individual vendor accounts to ensure vendor invoices are submitted timely and payments include all pending credits or receivables due.
- Answers vendor questions, troubleshoots and resolves accounts payable invoice and account coding issues.
- Prepares monthly reconciliation and other reports for supervisor review and approval. Monitors monthly expense postings to pro-actively identify and correct errors or omissions.
- Maintains and updates complete and accurate records in accordance with agency record retention and destruction standards and best practices. Provides documentary support for audits, external monitoring reviews and other requests or 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 work to support ELC's mission and commitment to Broward Families and children.
- Produces monthly reports as required
- Other duties as assigned.

COMPETENCIES:

- High Integrity
- Strong Organizational Skills
- Strong Analytical 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 non-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:

- AA or BA in Accounting related field and 1 - 3 years proven accounts payable or related general accounting experience. Relevant experience and certifications may be substituted for a degree.
- Knowledge of accounts payable best practices and standards in a non-profit, governmental, or job-cost tracking setting.
- Knowledge of general accounting procedures and internal controls.
- 1 - 2 years of experience using accounting or financial payment software, experience with Abila MIP a plus.
- Proficient in data entry and data management, able to create and use excel spreadsheets, including pivot tables.

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 Accounting Specialist. 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 for 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)