



## Early Learning Coalition of Broward County, Inc.

### JOB DESCRIPTION

**Position:** Accountant

**Reports To:** Controller

**FLSA Status:** Exempt

**Position Status:** Full-Time

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### JOB SUMMARY

Under the direction of the Controller and in accordance with applicable laws, regulations and best practices, the Accountant is responsible for the completeness, accuracy and timeliness of accounting transactions and will assist the Controller with all month-end and year-end close processes. The Accountant will maintain financial records and reports, perform assigned account reconciliations, and perform data entry/verification duties as assigned. The Accountant is responsible for the compilation of data requirements for external audits and external monitoring reviews performed by various funders to ensure compliance with program requirements. The Accountant role is a position of discretion and trust, requiring technical knowledge, high integrity and must exhibit good judgement.

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**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 and keeping the best interest of the organization in mind when making decisions.
- 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.
- Responsible for providing recommendations for developing efficiencies in the day to day functions where ever possible.

- Collaborate with various departments within the organization to achieve goals in a way that fosters teamwork.
- Assist with month-end and year-end closing tasks including reviewing monthly trend reports to ensure that all transactions have been posted and perform month to month variance analysis.
- Analyze and reconcile assigned balance sheet accounts monthly and at year end. Identify errors or omissions and prepare fully supported adjusting entries as needed.
- Assist 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.
- Maintain and update reports as required for review and approval.
- Maintain and update complete and accurate records in accordance with agency record retention and destruction standards and best practices.
- Provide documentary support for external audits, external monitoring reviews and other requests for reviews timely and completely.
- Participate 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.
- Provide excellent customer service. Communicate and collaborate 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.
- 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.
- This role uses commonly used applications that include: Advance 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.
- Ability to sit on the floor and get up to a standing position.
- The employee is occasionally required to stoop, kneel, crouch or crawl and lift and/or move up to 25 pounds.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

- This is a full-time position.
- The office hours of work are typically Monday through Friday, 8:30 am- 5 pm.

**REQUIRED EDUCATION AND EXPERIENCE:**

- BA in Accounting or 2+ years relevant accounting experience.
- Working knowledge of Generally Accepted Accounting Principles (GAAP); Non-profit experience a plus
- Working knowledge of general accounting procedures and internal controls.
- Understanding of financial accounting software, experience with Abila MIP a plus.
- Proficient in data entry and data management, advanced use of excel 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 II background check
- Drug screen
- E-verify
- Valid Florida Driver's license and car insurance

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