



Job Description

Position Title: Accounting Manager
Classification: Full Time/Professional Exempt
Reports To: Executive Director

Summary/Objective

The Accounting Manager position is responsible for overseeing all activities of the finance office including: the fiscal and grants management of federal, state, and local funds; ensuring the accuracy of the agency's accounting activities; and participating in the annual audit process. This position is also responsible for assisting the Executive Director, Deputy Executive Director, and the Chief of Staff in preparing the work program and budget as well as ensuring that agency records are maintained according to Florida Statutes and sound accounting processes.

Essential Functions

- ≈ Prepare the annual budget for the agency and any amendments as needed due to funding changes throughout the year.
- ≈ Process all incoming payments, prepare cash receipt voucher, and enter in QuickBooks Fiscal Management System software.
- ≈ Reconcile monthly bank statements utilizing QuickBooks software to ensure the accuracy of the general ledger cash account.
- ≈ Prepare monthly journal entries for pre-paid expenses and non-accounts payable expenses.
- ≈ Process month end closing reports including reviewing project account balances and analyzing general ledger balances.
- ≈ Prepare monthly revenue and expenditure by project reports and advise the Executive Director of any accounting and budgeting concerns, cash flow or operational needs.
- ≈ Prepare monthly financial reports for Council meetings including the financial forecast, the agency budget vs. actual year-to-date expenditures by project.
- ≈ Prepare project invoices and all expenditure documentation as required by contract guidelines.
- ≈ Ensure fiscal compliance for agency contracts. Review new project contracts and amendments and maintain a master file of all original signed contracts.
- ≈ Prepare year-end journal entries for accruals and project close-outs and prepare year-end closing steps.



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- ≈ Participate in the annual audit and provide all documentation as requested by the auditor.
- ≈ Responsible for answering all questions regarding financial transactions.
- ≈ Responsible for responding to the analytic comparison of revenues and expenditures from the current year vs. the prior year.
- ≈ Administer employee benefits including health, dental, life, disability, and worker's compensation insurance programs.
- ≈ Process employee FRS pension plan payments for eligible employees and maintain all pension plan records.
- ≈ Prepare new hire paperwork packets, set-up electronic personnel files for new employees and ensure their paperwork is completed properly.
- ≈ Enter new employees in the Florida New Hire website as well as the E-Verify System.
- ≈ Oversee accounts payable process ensuring all invoices are paid in a timely manner.
- ≈ Prepare the annual 1099s.
- ≈ Perform the accounts payable process on back-up basis as needed.
- ≈ Oversee the processing of payroll from employee timesheets and ensure all time is charged to current year projects and element numbers.
- ≈ Ensure each employee is accruing the correct rate of annual leave and sick leave based on their years of service.
- ≈ Process payment of bi-weekly payroll taxes.
- ≈ Prepare the quarterly 941 tax report and RT-6 wage report.
- ≈ Prepare the annual W-2s.
- ≈ Perform payroll duties on a back-up basis as needed.
- ≈ Oversee the administration of travel reimbursement and other employee approved expenses.
- ≈ Oversee the Council credit card statements to ensure limits are maintained correctly on the individual cards, charges are valid and within the parameters of Council business, and that payment is made according to the terms of the credit card agreement.



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Competencies

- ≈ Technical Capacity
 - Microsoft Office Suite
 - Proficient in QuickBooks
 - Proficient in Excel
 - Proficient in Microsoft PowerPoint
- ≈ Communication Proficiency both Oral and Written
- ≈ Ability to Synthesize Data and Present Ideas and Findings: Clearly and Concisely in Written, Oral and Graphic Form
- ≈ Ability to Make Public Presentations When Required
- ≈ Time Management
- ≈ Organization Skills

Supervisory Responsibility

The Accounting Manager has no direct supervisory responsibility.

Work Environment

This position primarily works in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanner, and fax.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is required to talk or hear. The employee frequently is required to stand; walk; use hands and fingers to handle and feel; and reach with hands and arms.

Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 8:30-5:00 with a 1-hour lunch or 8:30-4:30 with ½-hour lunch. Occasional evening or weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.



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Required Education and Experience

Bachelor's Degree in Finance/Accounting from an accredited college or university and five years of experience in government accounting or fiscal management.

- Must have knowledge of financial aspects of government entities.
- Must have experience with contract management.
- Must have experience in grant's management.
- Must have payroll experience.
- Must have accounts payable and receivable experience.
- Must be proficient in professional writing skills and oral communications.
- Must be an experienced presenter to both small and large audiences.
- Must be proficient with Microsoft Excel and other analytical software programs.
- Ability to work with independent auditors.
- Valid driver's license or the ability to obtain one.

Preferred Education and Experience

- Experience in the field of Human Resources.

Equal Employment Opportunity Statement

The TBRPC is an Equal Employment Opportunity employer and is committed to providing a work environment free from discrimination and harassment based on race, color, religion, age, sex, pregnancy, sexual orientation, national origin, marital status, veteran status, disability or other protected status as defined by federal and state laws.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without prior notice.

Means of Accountability

The following mechanism(s) may be utilized to assess quantitative and qualitative performance of this position:

- Annual Staff Evaluation
- Periodic verbal or written consultations with the employee.



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Signatures

This job description has been approved by all levels of management:

Sean T. Sullivan, Executive Director

Wren G. Krahl, PHR-CP, Deputy Executive Director/Human Resources

Employee signature below constitutes employee's understanding of the requirement, essential function, and duties of the position.

Employee _____ Date _____