

EMPLOYMENT OPPORTUNITY



Accounting Manager

Starting Salary: \$75,000 (DOQ)

Description: The Tampa Bay Regional Planning Council is accepting applications for the position of Accounting Manager. 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.

Minimum qualifications include: 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.
- Experience in the field of Human Resources.
- Valid driver's license or the ability to obtain one.

Please submit a cover letter, resume, and completed job application by Friday, October 7, 2022 to: Wren Krahl, Deputy Executive Director via email: wren@tbrpc.org in pdf format. Please copy Maria Robles, Communications Planner on your resume submission: maria@tbrpc.org. A Detailed job description, benefits description, and employment application can be found at

www.TBRPC.org. Anticipated start date is November 1, 2022. Additional information for this position can be found on our website at tbrpc.org. The Tampa Bay Regional Planning Council is a member of the Florida State Retirement System.

The Tampa Bay Regional Planning Council is a Smoke and Drug-free Workplace and an Equal Opportunity Employer. Pre-employment drug testing and criminal background check are required.