



## Staff Accountant - Job Description

### **Job Summary:**

The Staff Accountant will prepare and maintain financial records to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

### ***Duties/Responsibilities:***

- Performs general cost accounting and other related duties for the organization.
- Prepares monthly balance sheets, income statements, and profit and loss statements.
- Maintains the general ledger.
- Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles cash disbursement accounts, payroll, customer accounts, and other financial accounts; manages accounts receivable collections.
- Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Files tax forms with federal, state, and local government agencies.
- Coordinates with software vendor to maintain accounting software systems; recommends updates to enhance the accounting software.
- Manages the purchasing and invoicing system.
- Maintains knowledge of acceptable accounting practices and procedures.
- Performs other related duties as assigned.

### ***Required Skills/Abilities:***

- Experience working in nonprofit multi-fund accounting, including experience tracking and reporting financial data for multiple grant funders, preferred.
- Familiarity with 501c3 and 501c4 accounting preferred
- High degree of accuracy, attention to detail, communications, and problem solving are critical skills for success in this role.
- Familiar with accounting software packages (Aplos, Quickbooks)
- Knowledge of general financial accounting and cost accounting. Understanding of and the ability to adhere to generally accepted accounting principles.
- Proficient with Microsoft Office Suite or similar software.
- This position is in office and located in Miami



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### ***Education and Experience:***

- Bachelor's degree in Accounting, or related field, required.
- At least three years of related experience strongly preferred.

### ***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

As a small organization operating in a very dynamic environment, a significant amount of flexibility and teamwork is required. Team members are expected to work collaboratively to ensure organizational success

### ***Compensation:***

Full Time, exempt, 45K to 50K + competitive benefits package

### ***How to apply:***

Please send your resume as electronic attachment (.pdf or .doc) to [hr@floridaimmigrant.org](mailto:hr@floridaimmigrant.org) with the subject line "Application for Staff Accountant"

[hr@floridaimmigrant.org](mailto:hr@floridaimmigrant.org)

*Applications will be accepted until the position is filled. FLIC is an equal opportunity/affirmative action employer and encourages applications from all qualified people, including women, people of color, persons with disabilities, and LGBTQ individuals.*