STAFF ACCOUNTANT

Employer: Seminole Boosters, Inc.
Salary: Comparable with experience and credentials
Location: Tallahassee, FL
Reports To: Comptroller

THE POSITION

The Staff Accountant will assist in many aspects of the accounting and financial reporting function of the Seminole Boosters. The position will be responsible for completing the monthly and yearly closing of the accounting records. Additionally, the position will assist in completing monthly bank reconciliations, completing documentation for the annual financial statement audit, and assisting in the reporting of the organization. The position may also be responsible for other accounting and reporting related functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

ACCOUNTING AND FINANCE

• Follow established accounting policies and procedures.
• Monthly financial closing consistent with generally accepted accounting principles (GAAP).
• Assisting with completion of certain monthly bank reconciliations.
• Assisting with the financial reporting of the Organization to Executive Management, including monthly financial statements and monthly budget to actual reports.
• Assisting the Comptroller during the fiscal year-end closing process.
• Assist with preparing audit schedules to be provided to the auditors during the annual financial statement audit.
• Provide assistance as needed for preparing materials for the organization’s tax returns.
• Assist with the annual financial statement audit during auditor fieldwork as necessary.
• Perform other accounting, financial, or administrative tasks as may be required from time to time – require often on short notice – by the CFO, Comptroller, Executive Vice President or President.

EXPERIENCE AND QUALIFICATIONS

The successful candidate shall be a proactive and detail-oriented individual, capable of monitoring the financial system. The candidate must be a self-starter with the ability, drive and discipline to achieve objectives and complete tasks in a timely manner.

The successful candidate will have a reputation for integrity, maturity and sound business judgement. They will possess well-developed written and oral communication skills and be an individual contributor as well as a team player.

EDUCATION AND/OR EXPERIENCE

• Bachelor’s Degree in Accounting and/or Finance
• Two or more (2+) years in positions involving financial operations demonstrating the successful achievement and execution of these duties or comparable experience in public accounting involving the non-profit industry and 501(c)3 entities.
• Certifications, Licenses, Registrations: Certified Public Accountant (CPA) a plus.
OTHER SKILLS

- Strong GAAP accounting, accounts payable, accounts receivable, financial analysis and MIS background required. Knowledge of Governmental Accounting Standards preferred.
- Strong technology skills including expertise in MS Excel, database applications and Enterprise Resource Planning Systems (ERPS).
- Team player with a focus on the Organization’s results.
- Ability to communicate and interact at all levels (upper level management and staff).
- Able to handle multiple tasks and maintain control.