



## SEMINOLE BOOSTERS

**Position Title:** Accounting Specialist

**Department:** Seminole Boosters, Inc.

**Reports to:** Controller

### **Position Brief:**

The Accounting Specialist is responsible for helping support the daily operations of the Accounting Department. The ideal candidate is a well-organized self-starter with exceptional accounting skills and meticulous attention to detail. Given the dynamic nature of collegiate athletics, we will rely on the Accounting Specialist to be flexible and consistent while maintaining the confidentiality of information.

### **Duties & Responsibilities:**

- Prepare accounts payable invoices to be paid for review by the Controller
- Process employee reimbursement reports and internal credit cards into the accounting system
- Complete monthly bank and investment account reconciliations in a timely manner for review by the Controller
- Close out the monthly financial statements timely to include any necessary journal entries for review by the Controller
- Prepare monthly Athletic restricted account reporting and Varsity Club statements in a timely manner
- Complete scanning of weekly accounts payable documentation after the check signing process
- Complete other projects and duties assigned by the CFO or Controller

### **Skills & Abilities**

- Ability to adhere to ethical business practices and promote ethical behavior
- Knowledge of and the ability to apply the principles and practices to strategically align tasks and people with organizational goals and objectives
- Ability to work under tight deadlines and maintain a high quality of work with limited supervision
- Ability to communicate effectively, both written and verbally
- Knowledge of Microsoft products, including Excel, Word, and Outlook
- Knowledge of accounting systems, preference to Blackbaud Financial Edge
- Knowledge of fundraising software, preference to Blackbaud CRM
- Accuracy, attention to detail, and well-organized

### **Education and Experience**

- Bachelor's degree in accounting and/or finance, or 3 or more years of experience working in accounting and finance-related roles
- Experience working in Governmental and/or Not-for-Profit Accounting
- Successful completion of an employment and/or criminal history background check required