



Sr. Accountant I- General Ledger

POSITION OBJECTIVE: This position will perform assigned accounting activities in an accurate and timely manner. This position will assist with complete and final close of accounting records on a monthly and annual basis. Requires judgment and comprehensive knowledge of applicable operations.

ESSENTIAL FUNCTIONS:

- Reconcile all operating bank accounts.
- Relieve monthly prepaid expenses, including prepaid insurance.
- Reconcile all non-mortgage balance sheet accounts to supporting documentation.
- Record monthly receivable entries for all non-owned property.
- Record month end correcting journal vouchers.
- Assist with review of GL accounts.
- Assist with month end close process.
- Track inventory additions and record in inventory tracking spreadsheet.
- Record monthly in-kind transactions.
- Generate donations report for donated fund availability to programmatic staffing units.
- Record cash receipts weekly.
- Record monthly accruals entry.
- Record monthly depreciation entry.
- Record rent receivables monthly.
- Record and pay annual property tax invoices.
- Record and pay sales tax monthly.
- Record monthly operating interest entry and quarterly interest payment.
- Reconcile all balance sheet accounts to supporting documentation and prepare documentation and support for submission to auditors.
- Prepare the annual imputed interest calculation on all owned property and associated journal voucher.
- Perform annual write off of inventory.
- Assist with processing annual Florida Department of Financial Services unclaimed property report.
- Assist with processing annual Florida Department of Agriculture Charitable Solicitation report.
- Participate in annual efficiency development processes.
- Coordinate responses to DCF, CBC and ME desktop monitoring processes.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.



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QUALIFICATIONS:

REQUIRED:

- Bachelor’s Degree in Accounting.
- Two or more years of accounting related experience.
- One year experience utilizing accounting software.
- Knowledge of accounting and finance principles, practices and procedures in the recording, classifying and examination of fiscal transactions.

PREFERRED:

- CPA eligibility.
- Accounting experience in a nonprofit organization.
- Experience utilizing Abila MIP software.
- Experience with Microsoft Excel software.

SKILLS:

- Detail oriented.
- Ability to think independently.
- Ability to work well in a team setting.
- Ability to complete tasks as assigned in a timely manner.
- Willingness to take on increased responsibilities as needed.
- Effective organization and time management skills.
- Ability to utilize the following Microsoft products: Excel, Outlook, Word.
- Familiarity with accounting software.
- Good communication skills.
- Deadline oriented.
- Ability to analyze financial data, recognize errors and implement corrections.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (print)

Supervisor’s Name (print)

Employee’s Signature

Supervisor’s Signature

Date

Date