Position: Accountant
Status: Salary Exempt
Salary Range: $41,000 to $51,000
Reports to: Chief Financial Officer

POSITION SUMMARY: Responsible for supporting the Early Learning Coalition of Manatee County Finance Office with financial operations in accordance with State and Federal legislation and regulations and local Coalition policies.

ESSENTIAL DUTIES:

- Perform detailed accounting functions including preparation of supporting schedules, journal entries and account reconciliations 40%
- Accounts payable processing including payments to vendors/childcare providers and employees 30%
- Assist in the close out of monthly financial records, financial statement preparation; analyze timesheets and personnel activity reports 15%
- Complete reports in a timely and comprehensive manner, issue 1099 forms; assist in preparation for reviews, monitoring, and annual audits 10%
- Perform other duties, as assigned by Chief Financial Officer 5%

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time exempt position. The hours of operation of the Coalition are 7AM-6PM Monday through Thursday, and 8AM-12PM on Fridays. Occasional evening and weekend work may be required as job duties demand.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree or higher in Accounting plus 3-5 years of related experience.
- Working knowledge of fund accounting, preferably for federal and state grant funding.
- Strong written, verbal and problem-solving techniques.
- Demonstrated skills to include Microsoft Office and accounting software, preferably non-profit.
- Demonstrated ability to compile, organize and analyze data.
- Proven skills in composing journal entries, account reconciliations, and effective records management.
- Ability to work independently
- Maintains valid Florida driver’s license plus insurance as required by state.
- Adhere to all Early Learning Coalition of Manatee County policies and procedures.
- Deemed qualified for employment through Level II Background Screening process.

If you are interested in this position, please send an email indicating your interest to HR@elc-manatee.org.