



Pinellas Education Foundation

Job Title: Senior Accountant

Department: Finance

Reports To: Controller

Salary Status: Exempt

Job Description: The Senior Accountant's primary responsibilities include management of funds. This position is responsible for managing accounting functions including, but not limited to accounts receivable, accounts payable, payroll, annual audit, and maintaining compliance with, and preparing all necessary reporting for, grants and government reporting requirements. Human Resources duties including new hire paperwork and employee benefits. Hours for this position fluctuate week to week.

Responsibilities:

- Ensures contract and grant reports, and other required filings are completed in a timely manner.
- Monitors and maintains the financial/budget reporting system to ensure it meets the needs of both internal and external clients.
- Ensures that administrative costs and overhead are properly allocated among appropriate projects.
- Work with Project Manager to verify requests for payments in the form of stipends, transportation costs and other costs associated with grants.
- Ensures that all disbursements made by the Foundation are accurate and properly documented.
- Manages day-to-day accounting functions including accounts receivable, accounts payable, transfers, journal entries, transaction coding, bank reconciliation, financial reporting, etc.
- Maintains proper organization of records for auditing purposes.
- Prepare necessary reports for CareerSource, TSIC and other organizations in compliance with grant requirements.
- Responsible for processing payroll in absence of the Controller.
- Other duties as assigned by Controller

Educational/Experience: Bachelor's in Accounting or Finance preferred. Plus 5 years of relevant work experience. Non-profit experience a plus.

Skills: •Strong organizational skills and excellent writing skills. Good presentation skills and pleasant manner working with people. Proficient in Microsoft Word, Excel, Access, Financial Edge and Windows-based operating platforms.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Interested applicants may email (HR@pinellaseducation.org) cover letter, resume and salary expectations. Please include the words, "Senior Accountant" in the subject line. No phone calls will be accepted.