



## Job Description

**Job Title:** Accountant  
**Reports To:** Director, Accounting  
**FLSA Status:** Exempt  
**Pay Band:** \$40,000-50,000

### **BASIC PURPOSE:**

The Accountant position will work closely with our other accountants and operations personnel and handle daily cash flow activity, monthly responsibilities and projects as needed.

### **ESSENTIAL ACCOUNTABILITIES OR TASKS:**

- Perform monthly, quarterly, and annual accounting activities including reconciliations of bank accounts, accounts receivable, deferred revenue, accruals and prepaid expenses.
- Analyze accounts, records, reports, accounts receivable and payable, journal entries, general and subsidiary ledgers and other accounting documents for accuracy and completeness. Investigate and resolve accounting problems.
- Accounts Payable responsibilities: pay vendors by reviewing invoices, recording expenses, preparing checks/wires, and ensuring proper approval and documentation is obtained; monitoring discount opportunities; verifying federal ID numbers; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Accounts Receivable responsibilities: send out accurate invoices, record cash receipts and reconcile accounts receivable including proper general ledger adjustments.
- Daily cash management: processing of daily deposits from various sources, check deposits, bank transfers and ACH bank deposits and withdrawals.
- Assist with payroll and benefits expense processing.
- Prepare reports and assist in special projects and analysis as required by supervisor.
- Maintains organization and productivity in a fast-paced work environment in which multitasking is necessary.
- Proactively research and analyze processes and recommend changes as appropriate.

- Answers inquiries from management and vendors by researching and analyzing historical and current transactions and drawing conclusions.
- Prepare documentation for external auditors, including preparing schedules, compiling invoices and payments, and other responsibilities as needed.

**SUPERVISION:**

No supervisory experience required for this position.

**ACCOUNTABILITY: Impact and Scope:**

The position is accountable for taking full ownership of duties, completing assigned tasks accurately and timely, and working with the team towards accomplishing the common goals of the company.

**MINIMUM QUALIFICATIONS:**

- Advanced computer skills in Microsoft Office with strong emphasis on Excel.
- Able to solve complex problems by analyzing variables and finding appropriate solutions. Must be able to recognize anomalies and respond appropriately.
- Able to communicate and interact with external customers and co-workers at the level of detail required to resolve issues of moderate complexity in a clear manner.
- Respond promptly when receiving telephone calls and email correspondence.
- Excellent organizational, problem-solving and project management skills.

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree in business, with a major in accounting.
- Experience with Microsoft Dynamics Great Plains, CVENT, and Salesforce.
- Three to five years of accounting experience.

Send resume with salary history to: [hrdirector@enterpriseflorida.com](mailto:hrdirector@enterpriseflorida.com)

*EFI is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.*

No agencies please. No phone calls please.