



Job Description

Job Title: Director of Accounting – Florida Sports Foundation
Unit: Administration
Location: Orlando or Tallahassee, Florida
FLSA Status: Exempt
Pay Rate: \$65,000 - \$70,000

BASIC PURPOSE:

Plan, direct, and manage the Florida Sports Foundation's Accounting Group. Perform advanced accounting and administrative duties in the maintenance of accurate fiscal records and reports which requires initiative and independent judgment. Work performed is with limited supervision and review for compliance with company objectives and policies.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Coordinate and review the work of the accounting staff in all aspects of accounting including general ledger, accounts payable, accounts receivable and payroll.
- Maintain the general ledger records and prepare various account reconciliations and financial reports. Research and correct any problems.
- Manage the monthly financial close process and ensure close deadlines are met.
- Monitor weekly cash flow and assist in quarterly state reporting to ensure state funding is received.
- Review the reconciliation of all insurance benefits payments to spreadsheets.
- Review and approve all employee travel general ledger entries generated through the Concur online expense reporting software.
- Review contracts and purchase orders upon execution and monitor payment activity. Work with program managers to close out contracts and purchase orders periodically throughout the year.
- Assist with all financial and compliance audits to ensure timely completion of the audit(s) with minimal interruption of daily activities.
- Maintain and manage bank accounts, general ledger, budgets, accounts payable and receivable, and all finance records, contracts, files.
- Verify and document all monetary receipts and deposit all receipts.
- Maintain travel records and coordinate reimbursements to staff and board
- Administer license tag receipts, fund payments and reports.

- Dispense royalty payments and manage reports.
- Maintain data for reporting to the President, the FS Board of Directors, EFI and the Department of Economic Opportunity, (DEO), regarding tags, grants, budgets, along with any contract requirements and/or Government entity requests on a monthly, quarterly and annual basis, as well as upon request.
- Manage financial policies and procedures, working closely with Event Managers for the Florida Senior Games and Sunshine State Games.
- Work closely with the FSF VP of Administration to develop and manage budget for all aspects of the Sunshine State Games, (SSG) and the Florida Senior Games, (FSG), Sports Development other Amateur Sports and Sports Promotion events and programs.
- Monitor all corporate credit card programs. Prepare request for payments, verify charges, and allocate expenses.
- Respond to complaints, difficult situations, and non-routine inquiries from staff in a professional manner.
- Other duties may be assigned to meet the business needs of the accounting department.

SUPERVISION: Daily supervision of the Sports Accountant

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong interpersonal and analytical skills and the ability to train others.
- Maintain efficient and effective work methods/procedures.
- Understand and complete complex oral and written communications.
- Assemble and organize data, prepare reports.
- Communicate with co-workers, management, the general public, and others in a courteous and professional manner.

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's degree in accounting with five to ten years progressive accounting experience in government, not-for-profit, or public accounting.
- Ability to utilize business software applications with a strong emphasis on the Microsoft Office suite of products and Microsoft Dynamics Great Plains accounting software.
- Ability to work in a fast-paced environment which experiences many interruptions.
- Effective use of business English to include spelling, grammar, and punctuation.

Send resume to: hrdirector@enterpriseflorida.com

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