



Job Description

Job Title: Accountant
Unit: Administration
Reports To: Director, Accounting
FLSA Status: Exempt
Location: Orlando
Salary Range: \$45,000-50,000

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.

Please submit resume thru job posting on [Indeed.com](https://www.indeed.com)

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No phone calls or agencies please.