



## Job Description

**Job Title:** Accounting Director  
**Unit:** Administration  
**Reports To:** VP Finance & Accounting  
**FLSA Status:** Exempt  
**Salary Range:** \$65,000 - \$75,000  
**Location:** Orlando

### **BASIC PURPOSE:**

Plan, direct, and manage the Accounting Department's daily responsibilities. 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 and approve payroll general ledger entries. Backup approver of payroll submittal through third party payroll provider.
- Review the reconciliation of all insurance benefits payments to payroll registers. Follow up with Human Resources as needed for any discrepancies.
- 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.

- Monitor all corporate AMEX and VISA 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 Accounting staff. Help maintain and develop an effective department through the proper selection, training, and assignment of personnel.

**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.

**PREFERRED QUALIFICATIONS:**

- CPA or advanced degree in accounting strongly preferred.

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