

## **Emerald Coast Regional Council**

### **Accounting Clerk III**



Emerald Coast Regional Council is one of ten regional councils in the state of Florida. For more than 55 years, ECRC has supported its seven-county region in technical assistance, economic development, and planning across a multitude of disciplines, programs, and services. ECRC team members enjoy a generous benefit package and true work/life balance as they serve the area known for community, growth, and the unrivaled beauty of the Emerald Coast.

**The Emerald Coast Regional Council is seeking an Accounting Clerk III.** Under the supervision and guidance of the Chief Finance Officer, the Accounting Clerk performs senior level administrative accounting work for the Emerald Coast Regional Council (ECRC). Supports accounting operations by filing documents, reconciling statements, and running software programs.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Responsible for a higher, more detailed level of accounts receivable invoices for various programs and projects; works cooperatively with other staff to have the head of the organization/program review and sign invoices
- Processes, tracks, and maintains accounts payable to include ACH payments; enters new vendors; writes checks for signature and approval and distributes; completes ACH origination for various accounts
- Scans and creates supporting documentation for accounts receivable invoices and accounts payable/ACH payments; reconciles invoices
- Works directly with the appropriate funding agency staff with regards to invoice submissions and questions
- Pulls and maintains reports to distribute to appropriate staff; enters reports and salary transfers in the appropriate accounting software; reviews reports for accuracy
- Inputs electronic payments into database; balances electronic payments against bank statements
- Completes bank deposits by running hard copy checks through appropriate computer software system and inputs cash receipts into database or spreadsheet
- Answers vendor calls and/or calls vendors regarding questions on invoices (i.e. taxes, late or incorrect charges, etc.)
- Applies thorough knowledge and advanced skills to resolve complex problems independently
- May perform back-up duties for other positions within the work group
- Pulls information for annual audits as requested
- Runs general ledger detail or summary reports for management or program staff as needed
- May modify processes to resolve situations

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned.)*

#### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED
- Three (3) or more years' progressively responsible administrative accounting experience
- Must pass a pre-employment drug screen and background check.

#### **PREFERRED QUALIFICATIONS:**

- Associate's degree in accounting or related field

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#### **HOW TO APPLY:**

Please visit <https://www.ecrc.org/employment> to obtain an application and instructions regarding submission. Candidates will not be considered until both the application and resume are received.

*The ECRC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the ECRC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. ECRC is a Drug Free Workplace.*