

Emerald Coast Regional Council Accountant I



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 Accountant I. Under the supervision and guidance of the Chief Finance Officer, the Accountant performs entry level professional accounting duties in the maintenance and administration of the general ledger and related financial data and reporting systems for the Emerald Coast Regional Council (ECRC). Responsible for the development and reporting of routine financial statements to include grant accounts management and compliance with all regulatory reporting guidelines and requirements.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Creates accounts receivable invoices for various programs and projects, as needed; works cooperatively with other staff to have the head of the organization/program review and sign invoices
- Performs payroll tasks to include verifying that timesheets are approved and entered in the appropriate system software, generating journal entries into the general ledger to reflect payroll costs, and updating timesheets for any new or deleted accounts
- Performs a variety of tasks in the maintenance of financial records and fiscal controls in accordance with generally accepted accounting principles and guidelines governing appropriation of public funds
- Makes entries into the general ledger and ensures proper maintenance of the general ledger
- Creates and updates journal entries in accordance with budget expenditures and incoming revenue
- Creates bank reconciliations and posts to the general ledger on a monthly basis
- Prints monthly ledgers for the Executive Director and management staff
- Maintains proper records of all transactions associated with various departments
- Assists with procurement process and works with other staff on individual procurements
- Assists with the auditing process; assists in various federal and state filings of the audited financial statements
- Assists in generating monthly financial statements and resolving issues regarding discrepancies
- Generates tax forms and tax reconciliation reports
- Reconciles Fixed Asset Inventory

(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:

- Bachelor's degree in accounting, finance, or related field
- Some accounting experience
- Must pass a pre-employment drug screen and background check

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PREFERRED QUALIFICATIONS:

- MIP fund accounting software experience
- Knowledge of procurement and audit processes

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.