



1130 N Eglin Pkwy  
Shalimar, FL 32579

## Finance and Accounting Director

**Description:** *POSITION OBJECTIVE*

Provides oversight of fiscal operations for the Early Learning Coalition of The Emerald Coast (ELC-EC) in accordance with Generally Accepted Accounting Principles (GAAP), the State and Federal legislation and regulations and in accordance with ELC-EC policies and procedures.

**Duties:** *ESSENTIAL FUNCTIONS*

- Manages the agency's accounting and financial operations, including preparing monthly financial statements and performs fiscal analysis;
- Ensures the timely processing of payment to child care providers, vendors, and other disbursements;
- Ensures the preparation and filing of agency's annual Audit Statements, filing of Federal and State tax returns, registrations, and information reports, including, but not limited to: IRS 941's, FL UCT-6's, W-2's, W-3's, 1099's, IRS 990, Corporation Annual Report, Charitable organization Annual Registration, and Minority Owned Business Enterprises report;
- Assists with all external and internal fiscal monitoring, including Single Audit and OEL audits;
- Manages the agency's annual budget process, prepares proposal budgets, and other budgets as directed;
- Monitors expenditures in accordance with approved budgets, conducts monthly budget to actual reviews with department directors, reviews budget to actuals with Executive Director, and makes recommendations to minimize budget surplus or deficit;
- Ensures compliance with all grant, contract, or other guidelines;
- Ensures invoices are correct and submitted timely;
- Hires, supervises, trains, and evaluates department personnel;
- Completes PAR forms, monthly
- Produces and reviews standard and requested reports;
- Researches, pulls and reviews documentation related to department activities;
- Assists in development and implementation of goals, policies, priorities and procedures relating to assigned department;
- Understands and applies activity to appropriate funding sources and Other Cost Accumulators (OCAs);
- Reviews and updates policies and procedures, as directed;
- Maintains and updates position manuals, as directed;
- Provides audit support; and,
- Participates in ELC-EC conducted trainings and activities, as assigned.

**Qualifications:** *MINIMUM QUALIFICATIONS*

*REQUIRED:*

- Bachelor's degree in Accounting, or related field;
- Three (3) years' experience in accounting, business management, and supervision;

- Bondable.

*PREFERRED:*

- Master's degree in Accounting, or related field;
- Five (5) years' experience in accounting business management, or closely related field, and supervision;
- Certified Public Accountant (CPA);
- Advanced Microsoft Office skills.

*KNOWLEDGE, SKILLS AND ABILITIES:*

- Ability to follow oral and written instructions;
- Ability to work under pressure and meet deadlines;
- Ability to use logic and reasoning to identify strengths and weaknesses of alternative solutions; conclusions; or approaches to problems;
- Ability to perform mathematical calculations;
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Ability to read, understand, and apply appropriate rules and regulations;
- Suitable experience with Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook;
- Must have excellent interpersonal, communication (both verbal and written) and organizational skills;
- Strong customer service skills;
- Ability to work collaboratively in a team-oriented environment;
- Ability to effectively prioritize tasks;
- Ability to work with minimal or no supervision; and,
- Ability to work scheduled hours and willingness to work additional hours as needed.

- Other Requirements:**
- Maintains confidentiality with highly sensitive information;
  - Attends work related staff meetings and workshops as directed;
  - Participates in ELC-EC collaborative efforts as needed;
  - Follows the ELC-EC policy and procedure on reporting abuse and/or neglect;
  - Promotes and follows safety policies in the workplace;
  - Valid driver's license, appropriate insurance (or signed non-driver affidavit) and reliable transportation;
  - Must maintain Level II Background Screening;
  - May be subject to drug tests;
  - Enhances the organization's reputation by accepting ownership for accomplishing new and different requests;
  - Explores opportunities to add value to job accomplishments, and;
  - Contributes to team effort by accomplishing other various duties as assigned.

- Physical Demands:**
- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions;
  - Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear;
  - Must be able to lift and/or move up to 20 lbs; and,
  - Specific vision abilities required by this job may include close vision and ability to focus for long periods of time.

- Work Environment:**
- Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions;
  - May be exposed to outside weather conditions;
  - Temperature in the buildings may fluctuate;
  - Children are present during normal operating hours; and,
  - May require overnight travel.

**Salary Ranges between \$37,241.83 - \$50,503.08. Please send resume to [HR@elc-ec.org](mailto:HR@elc-ec.org)**