



HISPANIC UNITY OF FLORIDA (HUF) Job Description

Job Title: Accounting Manager/Accountant
Reports: CFO
Classification: Full-Time, Exempt
Date Released: 1/1/2024

Summary: Accounting Manager / Accountant to work in a non-profit organization which derives revenue from primarily grants and sponsorships.

We consider HUF the southern outpost of Ellis Island. Welcoming newcomers to our country and guiding them on their often difficult, but always a hopeful, life-long process of learning of what it means to be an American is at the heart of our work.

Responsible as lead day to day independent technical and administrative accounting work and maintaining the organization's fiscal records and systems by performing the following duties:

Overview Functions:

Financial Statements preparation, Balance Sheet Reconciliations, including but not limited to, bank recs, monthly journal entries, including shared/indirect cost/payroll allocations, Budget vs. Actual Analysis, Budgeting support with Program Managers and delineate AP, AR and PR functions with CFO.

Essential Duties:

General Accounting Functions

Follows GAAP and all policies and procedures set in place at HUF.

- Responsible for ensuring all finance deadlines from monthly checklist are being met by all team members in Finance.
- Keeps track of the shared and the indirect costs of the organization, including completes standard monthly journal entries which properly allocate direct and indirect expenses per grantor requirements.
- Oversees the documentation and monitoring of internal controls.
- Reconciles all cash and all other balance sheet accounts and follows up on any reconciling items.
- Uploads biweekly payroll journal entry and verifies accuracy and prepares additional allocations of salaries and benefits per grantor requirements and monthly payroll accruals.

- Ensures accurate backup is maintained for the AP and AR subsidiary ledgers and payroll and grants.
- Position allocation by grant terms and forecasts impact of changes in grant and needed modifications.
- Books restricted donations and releases these restricted funds to the operating account as time or purpose are successfully met.
- Act as backup for other Finance department staff in their absence; cross trains with Cash Receipts, AR, AP, Grant Accounting (external systems) and Payroll
- Adheres with external and internal auditors' compliance-mandates during audit as needed.

Financial Reporting and Budgeting

- Responsible for ensuring all finance deadlines for monthly closing and updating checklist and ensure duties are being met by all financial team members to ensure adequate time for preliminary reports to be assessed by CFO.
- Maintains Chart of Accounts so mapping of Financial Reports roll up new grants and development funds and their associated expenses to produce individual program financials for management review.
- Prepares preliminary month end financial statements and monthly supporting schedules and notes variances for inclusion with the Finance Committee Package; financial statements, include but are not limited to, trial balance and incomes statements with budget variances.
- Reads new grant documents (including grant application, grant budget and the contract) as well as review development funding awards (including sponsorship agreement and other correspondence) and filed to support all GL entries.
- Assists with the design and preparation of annual budgets for review by management and any rfp demands.
- Assess internal controls and make recommendations on procedures.
- Assists with Year End Audit schedules.
- Analyzes monthly revenues independently and expenses to determine variances between actual to budget on a monthly basis.
- Works with program staff in preparation of budgets, amendments, and managing their financial performance including assessing potential impacts for agency, for review and approval by CFO in Excel or other financial applications including funder formats.

Skills Required:

Highly detail-oriented and organized

Ability to meet a constant stream of deadlines

Proven ability to work both independently and collaboratively with different levels of employees.

Accountability - Demonstrates a sense of ownership and responsibility in successfully delivering results. A sound knowledge of the accounting and auditing

principles.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data and problem solve.

Business Acumen - Understands business implications of decisions; Demonstrates financial literacy. Aligns work with strategic goals and interprets written information. Experience working at all levels within client organization including executive. Ability to act and operate independently with minimal daily direction from manager to accomplish objectives

Government – Understands government funds, contracts and grant processes. Diversified experience with multiple funding allocation and governmental regulatory mandates, including but not limited to Federal, State, and Local.

Interpersonal Skills - Creates effective working relationships across multiple levels and multiple functions within both client and company organizations.

Requirements:

- Bachelor's degree in Accounting, Finance, or Business.
- A minimum of 5 years in General Accounting and Financial Statements experience with at least 2 years of non-profit experience.
- Experience with advanced excel functions.
- Experience using Accounting Software packages.

Language Ability:

Bi-lingual (Not Required); Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. In-office shared space.

Physical Demands:

Manage light to moderate carrying and lifting of items. Do not lift anything beyond your capabilities—ask maintenance for help.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.