

FLORIDA SPORTS FOUNDATION Manager, Accounting

Location: Tallahassee

Reports to: Vice President of Operations

Job Summary:

N/A

Responsibilities:

1. Accounting & Administrative Coordination with Vice President of Operations for the following:
 - a. Perform monthly, quarterly, and annual accounting activities including reconciliations of bank accounts, accounts receivable, deferred revenue, accruals, and prepaid expenses.
 - b. Prepare budget reports with documentation from Great Plains (accounting system).
 - c. Analyze accounts, records, reports, accounts receivable and payable, journal entries, general and subsidiary ledgers and other accounting documents for accuracy and completeness. Investigate and resolve any discrepancies related to these items.
 - d. Administer license tag receipts, funds, royalty and charity payments and reports.
 - e. Work with Vice President of Operations to maintain data for reporting to the President, the FS Board of Directors, EFI and the Department of Economic Opportunity, (DEO), OPPAGA, regarding tags, grants, budgets, and any contract requirements and any Government entity requests on a monthly, quarterly and annual basis, and upon request;
 - f. Assist EFI HR Department, as needed, to include processing new employees and interns and staff terminations; assuring that staff is in compliance with policies.
 - g. Work closely with the Vice President to develop the budget and plan all aspects of the Sunshine State Games, (SSG), and the Florida Senior Games, (FSG), and other Amateur Sports events and programs.
 - h. Maintain finance policies and procedures.
 - i. Prepare documentation for external auditors, including preparing schedules, compiling invoices and payments, and other responsibilities as needed.
 - j. Maintains organization and productivity in a fast-paced work environment in which multitasking is necessary.
 - k. Prepare correspondence on behalf of the Vice President of Operation and / or President, independently or with oral or written instruction.
 - l. Coordinate with finance staff from EFI as needed.
2. Other duties as assigned.

Qualifications:

- Must possess a Bachelor's degree in finance or accounting or related field; or equivalent experience.
- Must possess excellent technical, organizational, verbal, and written communication skills, excellent word processing skills and strong computer skills.
- Be familiar with the network of sports commissions within the state of Florida and have the ability to work with these commissions in the development and promotion of grants in Florida.
- Experience with Great Plains and Concur preferred.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and may be modified periodically.