

Florida Rural Legal Services, Inc.

Job Advertisement

Position:	Accountant II	Date Posted Internal	10/19/2018
Position Location:	Lakeland – Administration	Date Posted Externally	10/25/2018
Position Type:	Support	Closing Date:	Until filled
Salary:	\$22,500+ DOE	Benefits Offered:	Yes

Position Overview:

To assist and supports the work of the Director of Finance & Accounting by performing financial duties for Florida Rural Legal Services.

Essential Functions:

Payroll:

1. Bi-weekly enter changes in Abila Payroll software following procedures as outlined in accounting manual including; one-time salary changes, hours worked, other types of leave and deduction.
2. Prepare direct deposit file, tax deposits, pension contributions, pension loan worksheets and other reports related to bi-weekly payroll.
3. Export time form legal server and distribute pay to proper funding code.
4. Administer Student Loan Program including employee payments and collecting data for payments and ensure compliance with policies.
5. Keep abreast of reporting requirements, tax changes, W-2 and insurance reporting.
6. Compile quarterly tax reports for IRS, Workers' Compensation and State of Florida
7. File yearly W-2's with IRS and SSA
8. File yearly insurance reports as may be required by IRS and the Affordable Care Act.

General Ledger:

1. Monthly reconciliation of bank accounts.
2. Maintains and balances subsidiary accounts by verifying allocations, posting transactions and reconciling entries to general ledger.
3. Maintains insurance account balances, researches and reports corrections and discrepancies in invoices and/or employee enrollments or deductions.
4. Prepares monthly journal entries.

Accounts Payable: (acquire skills & knowledge to fill in)

1. Assists with review of invoices, supporting documentation, funding code and supporting time entries in Legal Server as necessary
2. Enters invoices in Abila MIP Fund Accounting software as required.
3. Assists with bi-weekly processing of checks and preparing same for check signor.

4. Keep abreast of filing requirements for 10899 reporting to the IRS and preparing and submitting 1099's annually.

Grant Responsibility:

1. Monthly reporting as well as grant application and participating and preparation for monitoring visits for:
 - a. Area Agency on Aging of Southwest Florida
 - b. Area Agency on Aging of Palm Beach County
 - c. WCF/Senior Connections
 - d. Other Grants as assigned.

Other Duties:

1. Assist with monthly grant applications, budgets and reporting.
2. Assist with preparation for monitoring visits.
3. Prepares and assists with preparation of year-end audit.
4. Open and distribute general company mail and other material.
5. Review, mails and files Account Payable checks and vouchers.
6. Scan and file personnel action forms for employee salary increases and other changes.
7. Make daily bank deposits
8. Performs any other duties related to the position of Bookkeeper as directed by the Director of Finance when schedule and workload permit.

Required Knowledge/Skills/Abilities:

1. AS or AA Degree in Accounting experience in non-profit applied accounting principles preferred.

Key Competencies:

- a. Teamwork
- b. Integrity
- c. Initiative
- d. Attention to detail and accuracy
- e. Data entry skills as well as Excel Proficient
- f. Planning and organizing
- g. Confidentiality
- h. Non-profit accounting
- i. Financial skills
- j. Work independently
- k. Managing process
- l. Analyzing information
- m. Abila software knowledge

Working Conditions: Position operates in a professional work environment.

Physical Requirements:

1. This is a largely sedentary role however; some lifting of office supplies up to 20 pounds may be required.

Direct Reports: None

Reports to: Director of Finance and Accounting

To Apply: Send resume to recruitment@frls.org

EEOC Statement:

Florida Rural Legal Services, Inc., does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other characteristic protected by federal, state or local law.