



**Broward Regional Health Planning Council, Inc.
Accounting Assistant**

Interested applicants should submit a cover letter indicating how your past experience relates to this position, resume and salary history to jobposting@brhpc.org

MUST reference ... Accounting Assistant in the subject line.

“At Will” Employment

The Broward Regional Health Planning Council is an “at will” employer. Consequently, employees serve at the pleasure of the Council without entitlements or “property rights” to continued employment. The employment relationship can be severed at any time by either the employee or the Council for any reason or no reason (except for an unlawful reason). Some positions at the Council are also dependent upon the receipt of grant funding for specified programs. Lack of funding, including curtailment of grant funding can be a cause for the Council to terminate the employment relationship.

Nothing set forth or contained in the Personnel Policies of the Broward Regional Health Planning Council, as it now exists or may in future be amended, shall change, alter or amend the “at will” status of Council employees. No Council manager or officer has any authority to make any arrangement or to make any agreement for employment other than for employment “at will” or limiting the discretion of the Council to modify any conditions of employment.

Nature of Work

The Accounting Processor will be responsible for assisting in the complete general ledger accounting process, client/project budget & expense reporting, and general office administration. The core responsibilities will be the GL accounting activities which include processing and managing of accounts receivable and accounts payable process; timely monthly close activities, balance sheet account reconciliations; and managing payroll related items. Additional responsibilities will include extensive client program expense reporting & analysis, as well as managing petty cash, ensuring adherence to internal process compliance and controls, and assisting in other related activities. The scope of responsibility of the Accounting Processor includes BRHPC programs and client agencies. Additionally, the Accounting Processor will be responsible for general fiscal and administrative tasks assigned by the Director of Finance and Contracts. The Accounting Processor will work closely with and often times take direction from the Accounting Coordinator.

Supervision

The Accounting Processor will function under the direction and guidance of the Director of Finance & Manager of Administrative Services.

Examples of Essential Job Functions

Payroll

- Obtain and organize biweekly timesheets
- Prepare payroll documentation (stubs and checks) for distribution
- Assist in monthly annual leave reconciliation
- Preparation of UCT 6, filing and payment
- Assist with annual verification and distribution of W2
- Process other payroll items as requested

Accounts Payable

- Process entails receiving invoices, distributing for department approval and mailing checks
- Reconcile back-up of requests for travel and expense reimbursement to staff and payment of invoices to vendors, consultants and subcontractors
- Maintain AP files
- Assist with annual preparation, distribution and submittal of 1099s

Fiscal and Administrative

- Assist in the preparation and staffing of administrative monitorings by funding entities
- Maintain and orders administrative and agency supplies
- Distribute Agency mail
- Other administrative duties as requested
- Assist in preparation for annual financial audit and timely distribution to funding entities

Knowledge, Abilities and Skills

- Possesses general knowledge of business practices and accounting principles
- Competent knowledge of Microsoft Excel and Word
- Ability to communicate effectively in both verbal and written communication
- Able to manage multiple projects within deadlines
- Demonstrates high attention to detail
- Efficiently organized and comfortable following processes within a team environment

Required Educational Experience and Training

- Bachelor's Degree preferred
- Two (2) years of experience in staff or administrative position

Other Requirements

- Satisfactory local and level II background screening
- Valid State of Florida Drivers License with appropriate insurance coverage
- Access to reliable transportation

Effective Representation

Represents the agency in a professional and respectful manner in working with clients, vendors, fellow employees, and all members of the public without regard to race, religion, age, disability, gender, national origin, sexual orientation, or other non job related criteria. Exercises professional judgment at all

times.

Ethical Conduct

Meets work obligations in a manner which effectively represents the best interests of tax payers and all members of the public without conflict of interest or personal gain beyond approved benefits and compensation. Takes positive action to avoid and report to supervisors any real or perceived conflicts of interest. Acts as a positive role model for colleagues and clients. Is an effective steward of the agency's time and resources, including funds, equipment, e-mail and other property.

FLSA Status: Non-Exempt (Hourly)

Employee Signature

Date

Supervisor Signature

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

Facebook.com/StrategicPhilanthropy

Twitter: @StratPhil