



## **JOB DESCRIPTION**

<b>Title</b>	Accountant - Payroll	<b>Reports to</b>	Director of Finance
<b>Department</b>	Finance	<b>Status</b>	Full Time
<b>Funding Source</b>	Broward County Operating	<b>Category</b>	Exempt

### **I. JOB SUMMARY:**

The Accountant reports to the Director of Finance and is responsible for processing the Agency's bi-weekly payroll using an external payroll service provider; tracking and reporting expenditures of grants and other restricted funding; and supporting the monthly closing of all financial systems in a timely manner. The Accountant will work closely with Human Resources, management and their staff, and our external payroll service provider to ensure compliance with established policies and procedures.

### **II. ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES:**

1. Responsible for accurate and timely processing of Agency's bi-weekly payroll using the external payroll service provider's web based portal.
2. Reviews and verifies timecard records for completeness, accuracy and compliance and verifies payroll data such as benefits deductions, vacation and sick time, 403(b) changes, etc.
3. Coordinates and addresses payroll and time and attendance matters with Management and Human Resources as required.
4. Coordinates with payroll service provider and Human Resources on issues affecting Agency payroll.
5. Prepares bi-weekly payroll journal entries and reconciles payroll related general ledger accounts.
6. Utilizes data-extraction, query and reporting tools to prepare and analyze periodic payroll reports and schedules and respond to ad hoc requests.
7. Assists with preparation of invoices/billing for monthly reimbursement based grants and other restricted funding.



8. Supports other accounting functions including A/R, A/P, Inventory and Fixed Assets, as necessary, to insure the timely completion of the monthly closing process.
9. Assists with annual and mid-year budget preparation.
10. Assists with administrative and financial monitoring by various funders and assists with the preparation of all documents and financial reports needed for independent audits
11. All job requirements listed indicate the minimum level of knowledge, skill, and or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees will be responsible to perform any other job-related instructions/tasks given by their supervisor, subject to reasonable accommodations.

#### **QUALIFICATIONS:**

**Education/Experience:** A Bachelor's degree in Accounting or related field with at least two years of accounting experience and one year of payroll processing experience. Associates degree with additional years of experience may be considered. Proficient in Microsoft Office with intermediate to advanced Excel skills required. Excellent oral, written, and interpersonal communication skills. Ability to effectively handle multiple projects simultaneously in a deadline driven environment. Non-profit fund accounting experience is preferred. Must possess a valid Florida Driver's License.

#### **WORK ENVIRONMENT:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Accountant works in settings of Broward Partnership, including offices, classrooms, group rooms as well as being involved in other areas of Broward Partnership programs both on and off campus. In addition, the position is active in the community as situations warrant, representing BPHI.

#### **ACKNOWLEDGEMENT:**

I have read this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I



understand that my job may change on a temporary or regular basis according to the needs of the Agency or my department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have had the opportunity to review this job description, discuss with my supervisor, and ask questions prior to signing this form.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_