

Accountant II



Posting Start Date: 4/18/24

Posting End Date: 5/09/24

If you are interested in applying for this position, please submit your cover letter and resume to HR via email – HR@cnswfl.org

- Children's Network of Southwest Florida, LLC does not discriminate based on race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

General Purpose of Position (Full job description will be provided upon interview)

To properly conduct and record accounting transactions for the Children's Network of Southwest Florida, LLC

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ Bachelor's degree in Accounting, Finance, or Business from four-year college or university, three (3) years of experience and accounting knowledge in accounting is preferred.
 - *Official transcripts are a mandatory requirement.*

Essential Duties and Responsibilities

- ◆ Perform reconciliation of AMEX charges and prepare Check request document.
- ◆ Conduct FDLE reconciliation charges to AMEX bill and note differences.
- ◆ Conduct tracking of Grants expenditures verse Budgets
- ◆ Complete overview of AP timeline and performance and notify Finance Director of any variances.
- ◆ Track outstanding checks and monitor stale dated checks.
- ◆ Reconcile Operations and Client Trust Fund bank accounts monthly.
- ◆ Update and maintain data in FSFN to ensure accurate processing and generate Form 188's for invoicing of contract providers.
- ◆ Match, audit, and verify assigned vendor invoices and input/process vendor payments through Financial Edge Accounts Payable software.
- ◆ Maintain purchase order to match with invoices daily.
- ◆ Generate accounting reports for management as needed.
- ◆ Conduct research for pending payments and coordinate with providers in a prompt and courteous manner.
- ◆ Assist with Annual Audit preparations.
- ◆ Conduct financial analysis and special reports as assigned by Finance Director
- ◆ Other duties may be assigned as special projects may be requested

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license required
- Driver's license check is required
- No special certification or registration is required for this position
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (Local law enforcement and FBI/FDLE)

If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying