

Accounting Director Needed For Non-Profit

Accounting Director needed for The Education Fund, a non-profit organization that works to improve K-12 education in Miami-Dade public schools to ensure all children have the opportunity to reach their full potential. The offices are located in Miami Lakes.

Position requires knowledge and experience with non-profit Fund Accounting. For information about The Education Fund, please visit www.educationfund.org.

POSITION SUMMARY:

The Accounting Director is a senior level staff member of The Education Fund reporting to the President. Due to the size of The Education Fund (14 employees and 100+ 1099s), the Accounting Director both supervises and implements accounting functions. This is a hands-on position.

DUTIES AND RESPONSIBILITIES:

- Develop and maintain financial record keeping and reporting systems.
- Supervise and/or implement payroll, billing, receivables, payables, cash receipts, cash disbursements, and general ledger functions.
- Monitor and communicate to staff regarding receivables that have been outstanding for unusually long periods of time.
- Produce monthly financial statements including balance sheet, profit/loss statements, and accumulative general ledger using a computer-based accounting system.
- Ensure that all general ledger accounts are reconciled to subsidiary records on a monthly basis.
- Prepare monthly closing general ledger entries.
- Review, reconcile and correct as necessary, inventory reports submitted by warehouse director, and book the appropriate entries to the financial statements, on a quarterly basis
- Review reconciliations to ensure that they are prepared properly and follow-up on any unusual items.
- Monitor cash flow and investments.
- Oversee filing of tax forms including 1099s, IRS pension report.
- Oversee, in conjunction with independent auditor, preparation of annual audit.
- Reconcile bank and investment accounts, and prepares related journal entries
- Supervise a Jr. Accountant/Accounts Payable position
- Assists the President with HR functions, including onboarding employees.
- Perform other duties as assigned by the President

QUALIFICATIONS:

This position requires a minimum of a Bachelor's Degree in accounting and a minimum of ten+ years' experience, ideally in Fund Accounting. A Master's degree may reduce the number of years' experience and candidates may have other degrees if experience is substantial. A high degree of knowledge regarding non-profit fund accounting software is highly preferred. **FundEZ software knowledge a plus.**

Salary is commensurate with experience and based on prior salary. Salary range likely in the \$80,000+ range. The Education Fund offers benefits and is an equal opportunity employer and a drug free workplace.

TO APPLY: Submit your **resume AND salary history** to HR@educationfund.org