**STAFF ACCOUNTANT**

Professional Area: ACCOUNTING & FINANCE

Location: Fort Lauderdale, Florida

***The Position***

The Staff Accountant is a role within the Finance & HR department that is responsible for supporting the financial operations of the Broward MPO (the Agency). The position plays an important role in facilitating accounting transactions, reconciling accounts and financial reporting and analysis.

**MPO Staff Roles and Responsibilities**

The Staff Accountant for the Broward MPO involves transactional accounting for accounts payable and payroll, as well as general ledger maintenance, reconciliation and analysis and includes the following:

Budget

* Supports the development of the UPWP – Unified Planning Work Program (UPWP) consistent with all state and federal requirements and ensuring input from Broward MPO staff, municipal organizations, local partners, and external stakeholders.

Procurement and Accounts Payable

* Supports the accounts payable function, ensuring that vendors are paid accurately and timely in compliance with the Prompt Payment Act.
* Receives and enters vendor invoices - reviewing invoice and supporting documentation for accuracy and consistency with the nature of services provided and related purchase orders. Monitors approval queues to ensure invoices are moving through the process accurately and effectively.
* Identifies potential non-reimbursable costs for Accounting Manager, CFO, and/or Grants & Budget Director review and resolution.
* Distributes written checks and ACH remittance information to vendors.
* Processes employee reimbursement claims, reviewing for completeness, compliance and accuracy.
* Reconciles accounts payable and accruals monthly - prepares an aging report and other reports as needed for analysis.
* Maintains vendor relationships - resolves issues (outstanding checks/credits, information needs, etc.).
* Prepares 1099's for Accounting Manager review.

General Ledger, Treasury and Financial Reporting

* Prepares monthly bank reconciliations for all Agency accounts. Prepares reconciliations for other accounts as assigned.
* Participates and assists in the annual audit as needed.

Human Resources and Payroll

* Process payroll from timesheet import to “proof.” Performs initial review of payroll prior to submission to the Accounting Manager for review.
* Prepares a monthly reconciliation of all payroll taxes and employee benefits.

Other

* Completes routine and ad hoc Agency activities and projects within the area of responsibility under the direction of the Accounting Manager and Chief Financial Officer.

Please visit [**http://browardmpo.org/index.php/employment-opportunities**](http://browardmpo.org/index.php/employment-opportunities)

***About Broward MPO***

The MPO provides essential multimodal transportation planning services to over 30 municipalities and Broward County, while also working with partners in Miami-Dade and Palm Beach counties to plan for the Southeast Florida region. The thriving region is home to almost six million residents, with almost two million in Broward County alone, and another two million anticipated to call Southeast Florida home in the next 20 years. Our region is the fourth largest urbanized area in the United States with a diverse population and opportunities for both urban and suburban lifestyles.

The Broward MPO is nationally recognized for its innovation in transportation planning. Our recently renovated and technology focused office is located in beautiful Fort Lauderdale, Florida, close to world famous attractions and recreational activities including Miami Beach, Palm Beach, Florida Keys, Everglades, fishing, boating, beautiful beaches, and Orlando and its theme parks. Our office is served by bus and rail transit as well as highway and bike/pedestrian facilities for easy commuting options.

The MPO embraces diversity and is a place where employees are appreciated, respected and cultivated with excellent opportunities for professional development and growth. We foster a collaborative environment and encourage innovation and efficiency among employees. Our family atmosphere balanced with a highly motivated team of professionals, who support the success of the agency as well as the individual, make it an ideal place to work.

***The Candidate***

The ideal candidate is an experienced Accounting Manager. The Accounting Manager will hold a Bachelor’s Degree from an accredited College or University with a major/focus in accounting, finance, or business is required. At least five (5 to 10) years of experience in a professional financial support position with responsibilities for accounts payable, payroll and/or general ledger is required. However, a Master’s Degree in accounting, finance, business administration, or a related field may be substituted for two (2) years of experience.

***Competencies***

* Analytical Skills and Attention to Detail
* Decision Making
* Strong Mathematical Skills
* Proficiency with Microsoft Office; familiarity with Microsoft SharePoint
* Experience working with ERP systems
* Experience working with SAP Concur preferred
* Flexibility and Collaboration Skills
* Written and Oral Communication Proficiency
* Personal Effectiveness/Credibility

***Benefits***

The Broward MPO offers a generous compensation package. Benefits include:

* Medical (paid for employee and subsidized family coverages)
* Short-term disability
* Long-term disability
* Life insurance
* Generous paid time off (PTO)
* 10 paid holidays
* 3 personal holidays
* Bereavement and jury duty leave
* Florida Retirement System (FRS)
* 457 deferred compensation plan
* Employee development opportunities
* Flexible work schedules

***To Apply***

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