

JOIN OUR TEAM

SENIOR ACCOUNTANT

Job Classification:	Finance Level III	Salary Range:	\$81,954.53 - \$133,308.78
Reports To:	Accounting Manager	Expected Hiring Salary Range:	\$80,000 - \$90,000
Location:	Fort Lauderdale, Florida	FLSA Status:	Exempt

ABOUT BROWARD MPO

Join us at the MPO where we are at the forefront of shaping transportation solutions for a dynamic region. Serving over 30 municipalities within Broward County and collaborating with partners in neighboring Miami-Dade and Palm Beach counties, the MPO plays a pivotal role in multimodal transportation planning for Southeast Florida. With a vibrant population nearing six million residents, including nearly two million in Broward County, and continued growth expected in the coming decades, this is an exciting time to be part of our team.

THE POSITION

The Senior Accountant is a high level, responsible position that assists the MPO Accounting Manager in planning, directing, organizing, budgeting, staffing, scheduling, implementing and maintaining the Metropolitan Planning Organization (MPO) agency operations in accordance with federal and state requirements. Work may include managing and directing MPO staff, projects or plans to meet state and federal requirements. Assists or oversees major MPO accounting functions including:

Financial Management – Responsible for the development of BMPO monthly Revenue Projection, oversight of the accounting functions and approval process.

Grant Funding – Oversees grant accounts to ensure proper account set up and administration. Assists Grant Manager preparing invoices, payments, budgeting and reporting.

General Accounting – Assisting with accounts payable, accounts receivable, disbursements, bank deposits and accounting of revenue collections, fixed assets, Purchasing Card, and payroll backup.

THE CANDIDATE

The candidate will possess a bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a related field, with a minimum of six (6) years of progressively responsible experience. Alternatively, a master's degree may substitute for one (1) year of required experience, or an equivalent combination of relevant training and experience. CPA certification or the ability to obtain CPA certification within two (2) years is required.

To apply, please visit: <https://www.browardmpo.org/employment-opportunities>

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POSITION TYPE/EXPECTED HOURS OF WORK

- This is a full-time position.
- The official hours of business are Monday through Friday, 8:00 a.m. to 5:00 p.m., but the MPO offers employees a variety of flexible schedules (i.e., flexible arrival and departure times) options within the limits set by the supervisor.

DUTIES & RESPONSIBILITIES

- Oversees all accounts, ledgers, and records, ensuring compliance with appropriate Generally Accepted Accounting Principles and other regulatory requirements.
- Assists in preparing, submitting, and tracking grant reimbursement invoices and other accounts receivable invoicing.
- Oversees Accounts Payable and other accounting transactions including processing invoices, approvals and payments.
- Ensures preparation of general ledger reconciliations and bank reconciliations
- Prepares and submits Federal Financial Reports (FFR), Disadvantaged Business Enterprise (DBE), National Transit Database (NTD) financial reports and other progress/financial reports to funding partners as required.
- Assists with the implementation of the Unified Planning Work Program/2-year Budget including preparing and submitting budget amendments or modifications as necessary.
- Prepares financial statements for independent auditing in accordance with accounting industry standards.
- Development of accounting procedures, internal controls (implementing, monitoring, enhancing) in compliance with relevant state and federal statutes.
- Oversees the Purchasing Card program of the BMPO including administration, supervision, reporting, reconciliation, and auditing.
- Oversees agency fixed assets including annual monitoring, inventory, depreciation, etc.
- Preparation of the month-end internal reports for Directors and the MPO Board.
- Performs other related duties as required.

EDUCATION & EXPERIENCE

- Bachelor's degree in public administration, Accounting, Business Administration, Planning or related field plus six (6) years of progressively responsible experience.
- A master's degree may be substituted for one (1) year of professional experience; or
- Any equivalent combination of relevant training and experience that provides the requisite knowledge, skills, and abilities for this job, may serve as a substitute at the discretion of the MPO.

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COMPETENCIES

- Decision Making
- Confidentiality
- Attention to Detail
- Punctuality and Time Management
- Teamwork
- Leadership
- Judgment
- Independence & Organization
- Communication Proficiency
- Personal Effectiveness/Credibility
- Problem Solving
- Initiative

LICENSES AND/OR CERTIFICATES

- Certified Public Accountant or ability to obtain CPA certification within two (2) years is required.
- Possession of and ability to maintain a valid State of Florida Driver's License.

WORKING CONDITIONS

- This job operates in both a professional office environment and telework.
- The noise level in the office work environment is usually quiet to moderate levels of noise.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to talk, stand, walk, use hands and fingers to handle or feel; and reach with hands and arms.
- This is light work requiring the exertion of 10 pounds of force occasionally, and up to 5 pounds of force frequently.
- The work requires visual acuity and manual dexterity to operate computer equipment and for reviewing, checking, preparing and maintaining written and electronic documents.
- The physical demands 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.

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SUPERVISORY RESPONSIBILITY AND/OR REPORTING STATUS

- This is a supervisory position under the direction of and responsible to the Accounting Manager.

SECURITY CLEARANCE

- High

TRAVEL

- Regular travel within the county and occasional other travel is expected for this position.

OTHER DUTIES

- The above information is intended to indicate the general nature and level of work performed by employees in this position.
- This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position.
- Duties, responsibilities and activities may change at any time with or without prior notice.

WHY JOIN US

Impactful Work: Contribute to shaping the future of transportation in a dynamic and growing region. **Collaborative Environment:** Work alongside dedicated professionals committed to excellence and innovation.

Professional Development: Access opportunities for growth and advancement in a supportive work culture. If you are a seasoned accounting professional seeking a rewarding opportunity to make a difference in transportation planning, we invite you to apply for this exciting role at the Broward MPO.

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