

## Broward MPO Job Description

### Staff Accountant

<b>FLSA Classification</b>	Exempt (Administrative)
<b>Reports to (Title)</b>	Accounting Manager
<b>Salary Range</b>	65,000 – 75,000
<b>Type</b>	Regular, Full-time

## **JOB DESCRIPTION**

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### **Program Description**

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.

#### 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

#### Education and Experience:

- 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.

#### **Supervisory Responsibility**

N/A

#### **Certificates, Licenses, Registrations**

Must possess a valid Driver's License.

#### **Working Conditions**

While performing the duties of this job, the employee is subject to the following conditions:

- Environment:
  - The work is generally performed within an office environment.

- Lighting and temperatures are typically adequate, and there are is little hazardous or unpleasant conditions caused by noise levels, atmospheric levels, etc.
- The noise level in the work environment is typically quiet to moderate.
- Physical Demands:
  - The employee is generally sedentary, but may occasionally be required to stand, walk, stoop, kneel or bend at the waist.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
  - Specific hearing abilities required by this job include the ability to hear and speak to communicate in person, before groups, and over the telephone.

#### **Work Authorization/Security Clearance**

- The employee must successfully pass a criminal and credit background.
- BMPO will also verify the identity and employment authorization of individuals hired so the proper completion of Form I-9 is required, which includes the employee providing documents evidencing identity and employment authorization.

#### **Travel**

Up to 10% of worktime related travel is expected for this position, though this may change depending on the needs of the agency.

#### **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 notice.*

**Created & Authorized:** January 2020.