



Miami-Dade County Job Description

Job Title: Accountant
Department: Finance Department
Reports to: Finance Director
FLSA: Exempt
Pay Grade: 20
Description revised: 10/1/2019

Summary:

The Accountant is responsible for reviewing and critically analyzing financial information and provider documents within the framework of "Results-based Accountability (RBA)" and with an emphasis on maintaining quality internal control standards. This includes, but is not limited to, preparing, maintaining reviewing, and analyzing accounting records in accordance with The Children's Trust (The Trust) accounting policies and procedures, Generally Accepted Accounting Principles (GAAP), regulations promulgated by the Governmental Accounting Standards (GASB) and Government Auditing Standards.

Work performance is reviewed through conferences, reports, a mastery of the Services and Activities Management Information System (SAMIS) and observation of results achieved.

Essential Duties and Responsibilities:

1. Accurately review and critically analyze monthly provider invoices using SAMIS.
2. Accurately review and critically analyze annual provider budgets using SAMIS.
3. Accurately review and critically analyze provider budget amendments using SAMIS.
4. Complete and reconcile amounts paid to providers in SAMIS with Monthly Expenditure Reports (MERs) maintained in Microsoft (MS) Excel.
5. Enter provider advances in SAMIS and on the MER's to ensure that repayment terms are commensurate with the terms/conditions of The Trust's contract.
6. Enter advances and other payments into Great Plains (GP) accounting software system, cognizant of cut-off dates and timing.
7. Maintain individual provider fiscal files that may include audits, contracts and other pertinent correspondence.
8. Speak clearly and concisely to over 100+ providers and approximately 80 internal staff, in a public forum about topics such as SAMIS, budgets and other finance related topics.
9. Provide direct technical assistance, including capacity-building and troubleshooting to providers and internal staff.
10. Enter items into Trust Central as it relates to ongoing and annual provider performance reviews.
11. Demonstrate a knowledge and understanding of Results-based Accountability (RBA) and use this as a framework to recommend strategies for continuous quality improvement.
12. Review and update the annual budget guidelines posted to The Trust's website.
13. Assist in the administration of finance related activities and/or operations.
14. Assist in the procurement process.

15. Assist in the orientation of new fiscal personnel as applicable.
16. Perform other work as required and/or assigned.

Qualifications:

To perform this role successfully, the incumbent must be able to effectively complete the essential duties and responsibilities noted above.

The requirements listed below are representative of the compulsory knowledge, skills and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education and Experience:

Bachelor's degree in Accounting/Business Administration or equivalent field or have equivalent amount of work experience (at least four years working as an accountant), with at least three years of demonstrated experience in the essential duties and responsibilities noted above and demonstrated knowledge of professional accounting principles and procedures.

Mathematical Skills:

Ability to calculate ratios and percentages such as profit and loss and fund balance; ability to create and interpret graphs.

Reasoning Ability:

Ability to define problems, collect data, establish facts, draw valid conclusions and create recommendations for continuous improvement.

Computer Skills:

Proficient in Microsoft Office with a particular emphasis on Excel, Word and PowerPoint. Knowledge of database structures and systems desired.

General Knowledge and Communication Skills:

Ability to read, analyze and interpret general business news sites and sources; understand, communicate and follow technical procedures and governmental regulations. Excellent written and verbal communication skills including the ability to author reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, providers, colleagues and the general public. Possess time management skills, computer skills, planning skills, multitasking skills, leadership skills, stress management skills, math and problem-solving skills.

Employee Behavior:

Ability to participate as a respectful team member who is organized, detail oriented, and resourceful. Ability to work in an open office environment while remaining focused on customer service and establishing cross- and inter-departmental relationships with co-workers and funded service providers.

Working Conditions:

The incumbent performs duties in a normal office environment with comfortable air temperatures and adequate lighting and ventilation. In the course of daily work, the incumbent alternates between physical activities such as sitting for long periods of time and walking around the various

areas of the organization. He/she may travel to off-site facilities for meetings and therefore must have access to personal transportation. Specific vision abilities required by this position include close vision, distance vision, depth perception and the ability to focus. May be required to lift up to 15 pounds.

Employee Name _____ Date _____

Employee Signature _____

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.