



Job Description

Finance and Operations Coordinator

BASIC PURPOSE:

The Finance and Operations Coordinator is a collaborative and innovative team member supporting the strategic management of SelectFlorida's resources, proactive financial planning, and continuous compliance. Key responsibilities include general accounting, budget administration, financial planning and analysis, audit and tax support, reporting, and organization-wide operations.

ESSENTIAL TASKS:

- Perform general accounting responsibilities including, but not limited to, day-day transactions, journal entries, account reconciliations, cash management, reporting, as well as monthly, quarterly, and annual close procedures.
- Provide specialized analysis for various accounting activities, including gathering, processing, analyzing, and evaluating data for monthly, quarterly, and annual financial statements, reconciliations, as well as statements of activity, financial position, and cash flow.
- Maintain and recommend improvements to the chart of accounts, ensuring transactions posted to various accounts are accurate.
- Analyze accounts, records, reports, and financial transactions for accuracy and completeness. Investigate and resolve accounting problems.
- Coordinate and perform accounts receivable and payables functions.
- Provide budget analysis by developing sound financial reports, monitoring revenue and expenses, and preparing short term and long-range forecasts.
- Support business decisions by preparing financial statements, fiscal reports and trends, as well as finance KPIs.
- Ensure compliance with GAAP, GASB, applicable laws and regulations, internal controls, and organization policies.
- Support the annual audit and filing of the organization's federal tax return (990) and serve as a day-day contact for audit and tax professionals. Prepare documentation for external

auditors and tax professionals, including preparing schedules, compiling invoices and payments, and other responsibilities as needed.

- Analyze, recommend and implement changes in existing policies, procedures, guidelines, and initiatives for more efficient and effective operations.
- Assist in continuous process improvement initiatives, general operations and projects as requested.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Business or related field.
- Knowledge of financial reporting in compliance with GAAP and other regulatory requirements, preferably experience with non-profit organizations.
- Advanced computer skills in Microsoft Office with strong emphasis on Excel.
- Ability to solve complex problems by analyzing variables and finding appropriate solutions.
- Ability to communicate and interact with external customers and co-workers at the level of detail required to resolve issues of moderate complexity in a clear manner.
- Excellent organizational, problem-solving and project management skills.

PREFERRED QUALIFICATIONS:

- CPA and/or at least three years of relevant experience.
- Experience with QuickBooks Online, Bill.com, Concur, CVENT, and/or Salesforce.

TO APPLY CONTACT:

Pauline Jacobs,
Vice President, HR SelectFlorida
800 N. Magnolia Ave., Suite 1100
Orlando, FL 32803
Email: pauline.jacobs@selectflorida.org

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