SENIORS FIRST, INC. JOB POSTING
STAFF ACCOUNTANT

Veterans' Preference

Job Summary: Responsible for supporting all aspects of the daily accounting operations including Accounts Payable, Payroll, and general ledger entries. This position assists with grant billing, financial reporting, and audit preparation under the direction of the Controller. The Staff Accountant maintains accurate records, reconciles accounts, and ensures compliance with internal controls and financial policies. This role also contributes to special projects and reporting needs as assigned. Bachelor's degree in accounting or related field with 3-4 years of relevant experience, or an associate degree with 7 years of relevant experience in accounting. A valid Florida driver's license, a clean driving record, reliable transportation and proof of auto insurance. In-depth understanding of accounting principles. General knowledge and understanding of accounting software. Experience with Sage Intacct, Shopify, Ramp, and Adobe Pro preferred. Ability to operate a variety of office equipment including adding machines and calculators. Proficiency in MS Office, including Word, Excel, and Outlook. Must be able to learn other software programs required by the department or agency.

Essential Functions

Accounts Payable, Accounts Receivable, Payroll, Inventory/Fixed Assets, Deferred Revenue/EMOW/ MOW, Prepaid, General Ledger, Tax/Audit, Reporting. Prepare all reporting necessary as detailed on the monthly, quarterly, and annual responsibility list. General - Maintain HIPAA compliance according to agency policies and procedures. Respond to vendor and employee inquiries in a timely manner. Respond to financial inquiries by gathering, analyzing, summarizing, and interpreting data. Print Client Contribution letters for volunteers to prepare for mailing. Utilize computer systems to run database queries and perform analysis. Secure financial information by completing database backups. Treat clients, staff and others with dignity and respect. Maintain current knowledge of financial regulations and best practices by participating in educational opportunities and reading professional publications.

Other Functions/Knowledge/Abilities

Support the finance team with day-to-day accounting tasks as needed.
Provides back-up as scheduled to the receptionist during paid time off or on other occasions as required. If bilingual, helps provide backup for Spanish calls when no one is available.
Collaborate with various departments and levels of management to ensure accurate financial operations.
Attend all administrative, supervisory, and department meetings, conferences, training, seminars and other activities as required. Participate in professional development activities to enhance accounting knowledge and skills.
Perform other duties as assigned by the Controller or management.
Excellent organizational skills and strong attention to detail.
Ability to handle multiple projects with demonstrated time management skills. Demonstrated ability to work under pressure and meet deadlines. Ability to handle difficult and stressful situations and react in a calming manner.

This is a full-time position working Monday – Friday 40 hours per week.

All applicants must be able to demonstrate ability to pass a pre-employment drug test, driving record check, and a Level 2 background screening (see https://info.flclearinghouse.com/).

Position Opens: November 2, 2026 Position Closes: December 2, 2026

All interested applicants should apply at: hr@seniorsfirstinc.org or Indeed.com. Internal applicants see HR.

Seniors First is a... Drug Free Workplace, EOE-F/M/Disabled/Vet/AA/E-Verify

Qualified individuals with a disability have the right to request reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or hrlevel2@seniorsfirstinc.org, informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.