

SENIORS FIRST, INC. JOB POSTING

Junior Accountant

Job Summary: Responsible for all aspects of the daily accounting pertaining to Accounts Payable and Payroll and maintaining proper record retention. This position also assists the Director of Finance and the Senior Accountant with accounting related and special projects assigned by management. Bachelor's Degree in accounting with at least 1 year's relevant experience or Associate degree and 2 years' experience in accounting. Work experience may substitute for formal education. Strong knowledge of MS Office Suite, including but not limited to Word, Excel, and Outlook. Must be able to learn other software programs required by the department and/or agency. Valid FL driver's license, clean driving record and current auto insurance. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to independently access any type of office or private residence. Able to sit for long periods of time, requires frequent walking, standing, stooping, lifting up to approximately 15 pounds, and occasional lifting of up to approximately 35 pounds. Other limited physical activities are required.

Essential Functions

- Accounts Payable
 - Process full cycle Accounts Payable and review/maintain corresponding electronic and paper documents
 - Assist preparation of annual form 1099s
 - Maintains /monitors adequate check stock and supplies for all bank accounts
- Payroll
 - Process bi-weekly payroll and maintains payroll system with respect to accounting transactions
 - Distributes paychecks to appropriate supervisors and staff
- Accounts Receivable
 - Provide backup to Accounts Receivable Clerk, including staying current on Quickbooks
 - General:
 - Enter into Accounting Software all monthly A/R billings and invoices for Polk County; backup for Orange and Seminole Counties
 - Co-Pay:
 - Provide reporting on all outstanding Polk Copay balances and discrepancies to VP Client Services for review and follow up; backup for Orange and Seminole Counties
 - Import all copay invoices from AIMS to QuickBooks and print all invoices for Polk County; backup for Orange and Seminole counties
 - Enter all copay payments received for all Polk County into QuickBooks and charge relevant customer credit cards; backup for Orange and Seminole counties
 - Acts as a control to the Director of Finance for all co-pay billings for Polk County; backup for Orange and Seminole counties
 - Fee for Service:
 - Print and mail all FFS invoice and meal support statements on a monthly basis. Import invoices into Accounting Software and charge relevant customer credit cards
 - Follow up on all outstanding FFS invoices and collecting any outstanding payments
- Taxes/Audit Prep
 - Assist preparation of monthly sales tax.
 - Assist with gathering documents for submission for audits and grant monitoring
 - Maintain sound internal controls and best practices.
- Miscellaneous
 - Monitor Stepping Stone Inventory Schedule, analyze weekly cash intake and reconcile to monthly CGS units
 - Process credit card charges and record online credit card logs
 - Maintain and balance Petty Cash on a monthly basis
 - Assist with maintaining and reconciling Prepaid schedule to GL
 - Perform all bookkeeping tasks for Guardianship Ward accounts including banking, check writing and bill paying
- General
 - Maintain HIPAA compliance according to agency policies and procedures
 - Respond to vendor and employee inquiries in a timely manner.
 - Responds to financial inquiries by gathering, analyzing, summarizing, and interpreting data
 - Utilize computer systems to run databases queries and analysis
 - Secures financial information by completing database backups.
 - Treats clients, staff and others with dignity and respect.
 - Updates job knowledge by keeping current with financial regulations and accepted practices; participating in educational opportunities; reading professional publications.

Other Related Skills/Abilities

Provides back up as scheduled to the receptionist during lunch breaks, paid time off, or on other occasions as required.

Supports the team as needed on a day-to-day basis. Interacts with many different departments and various levels of management. Attends all administrative, supervisory, and department meetings, conferences, trainings, seminars and other activities as required. Assumes responsibility for professional growth and development. Perform other duties as assigned. In-depth understanding of accounting principles, general knowledge and understanding of accounting software. Ability to operate a variety of office equipment including adding machines and calculators. Willingness and ability to assume new tasks and responsibilities. Excellent organizational skills and a 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. Customer service oriented.

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

All applicants must be able to demonstrate ability to pass a pre-employment drug test and a Level 2 background screening.

Position Opens: November 15, 2022

Position Closes: January 15, 2023

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

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

Qualified individuals with a disability have the right to request a 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.