

Staff Accountant (Remote Position)

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$23.75 to \$27.50 hourly

Employment status: Contract / Temporary to Hire

Description

We are seeking a Staff Accountant to join our team in the non-profit sector based in Jacksonville, Florida. In this role, you will be instrumental in ensuring the accuracy of our accounting processes, including monthly, quarterly, and annual accounting cycles. Your role will extend to managing student accounts, preparing various reports, and contributing to our internal control processes. This role presents a contract to permanent employment opportunity.

Responsibilities:

- Develop and process various reports for the Florida Department of Education on a quarterly basis.
- Handle the processing of Non-spender Returns to the Department of Education, ensuring accuracy and timeliness.
- Carry out investigations on student accounts and make necessary adjustments.
- Allocate monthly interest to student's accounts and manage the allocation of Lakeshore rebates.
- Assist in the documentation and monitoring of internal controls, suggesting changes to processes and procedures for improved efficiency.
- Contribute to product development and system enhancement initiatives.
- Research, develop, and maintain accounting policies in accordance with GAAP.
- Provide support to the CFO, Controller, and Program Accounting Manager during annual audits and tax return requests.
- Ensure the accurate preparation of the reporting of reimbursements to the Florida Prepaid College Program/529.
- Execute the processing of returns for the West Virginia State Treasurer office and crosscheck returns semiannually.

Requirements

- Minimum of 3 years of experience in a similar role
- Proficiency in Accounts Payable (AP) and Accounts Receivable (AR)
- Experience with Bank Reconciliations
- Comprehensive knowledge of General Ledger management
- Ability to prepare and analyze Journal Entries
- Experience with Month End Close procedures
- Proficiency in using NetSuite, Oracle, QuickBooks, and SAP
- Ability to work in a non-profit environment
- Strong organizational and multitasking skills
- Excellent communication and interpersonal skills
- Bachelor's degree in Accounting, Finance, or a related field is preferred
- Strong analytical skills and attention to detail
- Ability to work independently and as part of a team
- Knowledge of non-profit accounting principles and regulations is a plus
- Strong problem-solving skills and ability to make sound decisions
- High level of integrity and dependability with a strong sense of urgency and results-orientation.

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