



STRATEGIC
Philanthropy
DO GOOD • DO WELL

H.O.M.E.S. - Accountant

Job Duties & Responsibilities:

- Responsible for Property Management Accounting (Commercial & Residential) – processing all rents collected & preparing Monthly & Quarterly Rent Reports for CEO;
- Responsible for Cash Flow Management reports, accounting reconciliation, and financial reporting, and the proper entry of all financial transactions (income and expenses) of the organization into the Quick Books Pro accounting program used by the corporation;
- Assist CEO with annual budgets, monthly budgeting, financial forecasting, and cash flow projections for administration and all programs;
- Attend Finance Committee Meetings of the Board of Directors with the CEO, and assist CEO with preparation for same, and with carrying out the directives of the Committee and Board(with regard to financial matters);
- Process receipt of Grant and Loan funds, and oversee their proper disbursement in accord with contracts governing them;
- Timely pay all usual and customary debts and bills of the corporation, and retain an appropriate paper trail for all such payments (i.e., invoices, employee requisitions for payment of particular expenses, check copies, etc..);
- Assist other staff with preparation of Program Budgets for Grant Applications and oversight;
- Process bi-weekly Payroll through ADP Services; consulting with the CEO;
- Prepare timely 1099 and W-4 statements for all consultants and employees of the organization, as appropriate;
- Assist Grants Manager and other staff with the preparation of private and public contract/Grant Reimbursement Requests;
- Prepare monthly Bank Reconciliations for all bank accounts; and review the status of all accounts (by subject) with the CEO at least bi-weekly.

- Work with the CPA/Auditor and CEO to facilitate the preparation of the organization's annual Audited Financial Statements;
- Track all Fundraising Activities income & expenses.

Skills: Proficiency in Quick Books Pro, Excel, Outlook; written and telephone communication skills, use of normal office equipment; strong organizational & follow-up skills; polite, cooperative and cheerful demeanor a must. Non-profit experience is a plus.

Requirements: Four (4) year degree in Accounting; minimum of seven (7) years accounting experience; valid Florida driver's license and automobile insurance. Full-Time position.

Benefits: Health insurance; accrued sick and vacation time; paid holidays.

Salary Range: \$50,000 to \$55,000 Annually.

Please do not call. Send all inquiries and resumes to: Business@homesfl.org

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

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