



Pinellas Education Foundation

Job Title: Staff Accountant

Department: Finance

Reports To: Controller

Salary Status: Exempt

About us: The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 37 plus years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

Job Description: The Staff Accountant's primary responsibilities include management of funds. This position is responsible for accounting functions including, but not limited to accounts receivable, accounts payable, annual audit, and maintaining compliance with, and preparing all necessary reporting for, grants and government reporting requirements as outlined in contractual award agreements.

Responsibilities:

- Ensures contract and grant reports, and other required filings are completed in a timely manner to include:
 - Tracking of grant expenditures; preparing grant invoice worksheets; Validating and collating documentation for grant invoicing; Updates payroll and benefits spreadsheets for grant invoicing; Maintains inventory of gift cards on spreadsheets and prepares for distribution to Youth Connect staff.
- Ensures that administrative costs and overhead are properly allocated among appropriate projects.
- Ensures that all disbursements made by the Foundation are accurate and properly documented.
- Perform day-to-day accounting functions including accounts receivable, transfers, journal entries, transaction coding, bank reconciliation, financial reporting..
- Maintains proper organization of records for auditing purposes.
- Prepare necessary reports for grant funded programs and other charity organizations in compliance with grant requirements.
- Reconciles Balance Sheet accounts, Pledge Receivables monthly – Stavros Institute, Cash Expectations and Stavros Society.
- Develop grant queries and reports from the database to comply with grant requirements and program needs for PEF Staff.
- Provide database quality control by investigating and reporting inconsistencies. Follow data entry, collection and reporting procedures. Assist with data entry system corrections as requested by Controller.

- Other duties as assigned by Controller

Educational/Experience: Bachelor's in Accounting or Finance preferred. Plus 1-3 years of relevant work experience. Non-profit experience a plus.

Skills: Strong organizational skills and excellent writing skills. Good presentation skills and pleasant manner working with people. Proficient in Microsoft Word, Excel, Access, Financial Edge, SAGE and Windows-based operating platforms.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notices.

Employee Acknowledgement:

I have read my job description and understand the duties and responsibilities of my position as explained and reviewed with me by my supervisor.

Supervisor Signature

Date

Employee Signature

Date