SOUTH FLORIDA REGIONAL PLANNING COUNCIL (SFRPC)
Date: August 5, 2020
Location: Hollywood, Florida
Position Open: Accounting Assistant
Hours: 20 - 24 hours per week
Availability: Until the position is filled.

Position: Accounting Assistant

General Information

The South Florida Regional Planning Council is the regional planning agency for Monroe, Miami-Dade, and Broward counties. Created pursuant to Florida Statutes and Interlocal Agreement of the three counties, the Council supports the region’s elected leaders and stakeholders through regional, collaborative planning and the development and implementation of strategies to create a better future for South Florida.

Responsibilities

This is a responsible position working under the supervision of the SFRPC Finance Manager. The Accounting Assistant will provide support for payroll, receivables, payables, and other finance activities as well as administrative duties including making and receiving phones calls, filing, copying and faxing.

Duties

- Provide support to the Finance Department, including processing of timesheets, payables, receivables and other finance-related tasks.
- All other duties as assigned.

Knowledge, Skills & Abilities

- Excellent interpersonal, verbal and written communication skills, including proper spelling and grammar.
- Proficiency in Microsoft Office365 with experience using spreadsheet, database, word processing, and accounting software; proficiency in CHIPS and BUCS is a plus.
- Solid math skills.
- Ability to work well under time-sensitive deadlines.
- Ability to proof own work and work of others.
- Ability to work effectively with others.
• Ability to handle multiple tasks.
• Attention to detail is a requirement.

**Education/Experience**

• One to 2 years accounting / bookkeeping experience required.

**Physical and Sensory Requirements / Environmental Factors**

• **Physical Ability**: Duties require the ability to exert light to medium physical effort in sedentary to active work. This includes the occasional lifting, carrying, pushing and/or pulling of objects and materials of heavier weight. Tasks may involve extended periods of time at a keyboard or workstation.

• **Sensory Requirements**: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

• **Environmental Factors**: Essential functions are regularly performed without exposure to adverse environmental conditions.

**License, Certification or Registration:**

• Must have a valid driver’s license and be able to secure a valid Florida driver's license at the time of employment within this classification.

**Job Location:**

South Florida Regional Planning Council, 1 Oakwood Boulevard, Suite 250, Hollywood, Florida.

**Salary and Benefits**: Salary subject to negotiation.

Please submit resume fully describing experience and qualifications to Leo Braslavsky Soldi, Finance Manager, at sfadmin@sfrpc.com.

**Contact:**
South Florida Regional Planning Council
1 Oakwood Boulevard, Suite 250
Hollywood, Florida 33020
sfadmin@sfrpc.com; 954-924-3653