



## **SOUTH FLORIDA REGIONAL PLANNING COUNCIL (SFRPC)**

**Position Title:** Finance Specialist

**Location:** 1 Oakwood Blvd. Suite 250, Hollywood, Florida 33020

**Employment Status:** Full-time

**Salary Range:** \$60,000 – \$65,000 annually, depending on experience and qualifications

### **General Information**

The South Florida Regional Planning Council has served as the regional planning agency for Monroe, Miami-Dade, and Broward counties since 1974. It was also designated the U.S. Department of Commerce Economic Development District for South Florida in 1994. The Council is governed by a public/private board of county and municipal elected and appointed officials from the three counties.

The Council supports elected leaders and public, private, and nonprofit stakeholders through regional planning, economic development, program implementation, and collaborative strategies that support South Florida's future. The Council is a non-partisan public agency.

### **Position Summary**

The Finance Specialist is a responsible finance and administrative support position working under the supervision of the Finance Director. The position provides support in QuickBooks data entry, timesheet processing, accounts payable, accounts receivable, invoicing, month-end closing, ad-hoc reporting, audit support, and general finance department operations.

The position also provides limited administrative support, including backup front desk coverage, assistance with office supplies, occasional errands, filing, scanning, and other office support functions as needed.

### **Essential Duties and Responsibilities**

- Enter and maintain accounting data in QuickBooks, including timesheets, bills, invoices, payments, deposits, and other finance-related transactions.
- Assist with processing and reviewing employee timesheets and related payroll support documentation.
- Support accounts payable functions, including entering bills, maintaining vendor documentation, and assisting with payment preparation.
- Support accounts receivable and invoicing functions, including preparing invoices, tracking backup documentation, and assisting with follow-up as needed.
- Assist with month-end closing procedures, reconciliations, review of supporting schedules, and preparation of financial backup.
- Generate ad-hoc reports using Excel, QuickBooks, and other available systems in response to internal requests.
- Assist the Finance Director with auditor requests by gathering documentation, organizing schedules, and providing supporting records.
- Maintain organized electronic and paper files for accounting, finance, payroll, grants, vendors, and audit documentation.
- Use Microsoft Excel to prepare, update, and review spreadsheets, including formulas, filters, sorting, formatting, basic reconciliations, and data validation.
- Provide backup support to the front desk, including answering phones, greeting visitors, receiving mail, and assisting with general office coordination when needed.



- Purchase office supplies, run occasional errands, and assist with general office support duties.
- Maintain confidentiality of financial, payroll, personnel, and organizational information.
- Perform other duties as assigned.

### **Knowledge, Skills and Abilities**

- Working knowledge of QuickBooks required; QuickBooks Desktop experience preferred.
- Intermediate Microsoft Excel skills required, including formulas, filters, sorting, formatting, reconciliations, and spreadsheet review.
- Proficiency in Microsoft Office 365, including Excel, Word, Outlook, Teams, and SharePoint/OneDrive.
- Solid math, accounting, and data-entry skills.
- Strong attention to detail and ability to review work for accuracy.
- Ability to organize records, maintain documentation, and meet deadlines.
- Ability to manage multiple tasks and adjust priorities as needed.
- Good interpersonal, verbal, and written communication skills.
- Ability to work effectively with finance staff, administrative staff, program staff, vendors, auditors, and external partners.
- Ability to maintain confidentiality and exercise professional judgment.
- Reliable, punctual, and willing to assist with both finance and general administrative needs.

### **Education and Experience**

- Two years of accounting, bookkeeping, business administration, finance, or related education from an accredited college, university, or technical college preferred.
- Minimum of one to two years of related work experience in accounting, bookkeeping, finance support, office administration, or a similar role.
- Experience with QuickBooks and Excel required.
- Experience in government, nonprofit, grant-funded, or fund-accounting environments preferred but not required.

### **Physical and Environmental Requirements**

Duties require the ability to perform sedentary to light active work, including extended periods at a computer workstation and occasional lifting, carrying, pushing, or pulling of office materials and supplies. Essential functions are generally performed in a standard office environment 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. The position may require occasional local errands related to office operations.

### **Salary and Benefits**

Salary is expected to range from \$60,000 to \$65,000 annually, depending on experience and qualifications. Benefits will be determined based on employment status and Council policy.

### **Application Instructions**

Please submit a resume fully describing experience and qualifications to:

[sfadmin@sfrpc.com](mailto:sfadmin@sfrpc.com)