South Florida Regional Planning Council
Proudly serving Miami-Dade, Broward, and Monroe Counties

Position Title	Finance Specialist I
Location	1 Oakwood BLVD., Suite 250, Hollywood, Florida 33020
Employment Status	Full-time, Exempt
Reports to	Finance Director
Salary Range	$60,000 - $75,000 annually, depending on experience and qualifications

Position Summary

The Finance Specialist I is responsible for processing payroll, accounts receivables (AR) / accounts payable (AP), and supports the Council's budgeting, audit grant, project, procurement, and Revolving Loan Fund (RLF) reporting functions. Reporting to the Finance Director, the Finance Specialist I maintains reliable accounting records, independently analyses and validates financial data, resolve reporting issues, and reconcile financial reports.

Essential Duties and Responsibilities

- Enter, review and maintain transactions and supporting records in QuickBooks Desktop Enterprise (QBD), including timesheets, invoices, payments, deposits and related accounting data.
- Record journal entries, process payroll, accounts receivable, billing collections, and vendor and customer records maintenance.
- Extract, clean, combine, validate, and reconcile data from QBD, MS Excel, payroll, grants, banking, RL, and other approved sources.
- Support the annual budgeting process, financial audit, grant drawdowns, reimbursements, match documentation, reporting, closeout and procurement documentation.
- Prepare bank reconciliations and investigate related variances.
- Maintain organized and confidential financial records, provide backup for essential department functions, and perform other related duties as assigned.

Knowledge, Skills and Abilities

The Finance Specialist will have:

- Working knowledge of US GAAP, reconciliations, accounts payable, accounts receivable, payroll support, and month-end closing.
- Advanced MS Excel skills, and working knowledge of QuickBooks Desktop or QuickBooks Enterprise.
- Ability to translate financial and operational requirements into reliable calculations, dashboards and clear management reports
- Strong analytical, data quality, documentation, organizational, and problem-solving skills with the ability to exercise discretion and independent judgment within assigned responsibilities.
- Ability to manage recurring deadlines, protect confidential information, communicate issues promptly, and work effectively with internal and external stakeholders.
- Ability to work well with people.

Education and Experience

- Bachelor's degree in accounting, Finance, Business Administration, or a related field is preferred
- At least 3 years of experience in accounting, financial analysis, financial reporting or related experience.
- Experience working with Power BI dashboards, Power Query and DAX preferred; QuickBooks Enterprise and mid-advance MS Excel experience required.
- Government, non-profit, grant-funded, fund-accounting, public sector, and/or Revolving Loan Funds experience preferred.

Physical and Environmental Requirements

Work is primarily performed in an office environment and requires extended computer use. Reasonable accommodation may be provided to enable qualified individuals to perform the essential functions.

Salary and Benefits

Benefits are provided in accordance with Council policy

Equal Employment Opportunity

SFRPC is an equal Opportunity Employer. Employment decisions are made without regard to any status protected by applicable law. Reasonable accommodation is available to qualified individuals with disabilities.

Application Instructions

Please submit a resume describing relevant experience and qualifications to sfadmin@sfrpc.com