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| **Job Title:** | Accountant |
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| **Reports to (title):** | Executive Director |
| **Department/Division:** | Administration |
| **FLSA:** | Exempt |

**Job Summary:**

Under the direction of the Executive Director, the purpose of the job is to perform routine to moderately complex accounting functions in accordance with generally accepted accounting principles, established procedures, organizational guidelines, and regulatory requirements applicable to the work. Employee in this job classification shall function at a professional level to accomplish assigned functions.

**Essential Job Responsibilities:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

1. Performs routine accounting transactions according to generally accepted accounting principles, established procedures and organizational policies.
2. Develops, recommends, implements, and reviews internal accounting controls designed to safeguard the assets of PRM; prepares reports to identify deviation from accounting principles.
3. Assists in the completion of the independent annual audit and preparation of financial statements by providing financial information to independent auditors.
4. Maintains adherence to generally accepted accounting principles; ensures maintenance of proper audit trails and verification and reconciliation actions for all processed work.
5. Prepares, analyzes and reports monthly financial statements for all areas of accounting e.g., budget to expense report, cash flow, accounts receivable, accounts payable.
6. Prepares and distributes invoices to PRM members, assists members with billing and payment inquiries.
7. Analyzes various billing, invoices and payments relevant to accounts payable and/or receivable functions, e.g., invoices, requisitions, check requests, payroll, billings, payments.
8. Responsible for banking transactions and preparation of cash reconciliations.
9. Maintains payroll and benefits records, prepares and submits proper tax reports and funds to IRS and other governmental agencies.
10. Collaborates with third party administrator and excess carriers to bill member fees.
11. Coordinates investment funds with third party investment broker and Executive Director.
12. Coordinate monthly/quarterly payments to third party administrators and excess carriers.
13. Assists in the preparation of the annual budget.
14. Provides work direction to Finance Assistant.
15. Coordinates and submits various state reports, e.g., Florida Retirement System.
16. Generates various system reports or audit calculations to verify accuracy, e.g., billing, payroll processing, personnel accounting processing.
17. Prepares annual reconciliation of P&C excess recoveries report to be submitted to the actuary.
18. All other duties as assigned.

*These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.*

Minimum Requirements - Knowledge, Skills & Abilities

* Knowledge of generally accepted accounting principles, standards, and procedures.
* Knowledge of accounting software, e.g., Sage, QuickBooks
* Proficient in the use of Microsoft Office products (including Word, Excel and PowerPoint) to create reports, spreadsheets, and presentations
* Proficient in the use of other PRM and TPA designated software
* Must be self-directed, motivated, and able to function independently under general supervision and establish priorities
* Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time sensitive deadlines
* Ability to operate office equipment e.g., computer, printers, copiers, calculators and adding machines.
* Ability to access, operate and maintain various software applications.
* Ability to understand and follow written and oral instructions.
* Ability to express ideas clearly and concisely, both orally and in writing.
* Ability to read, update and maintain various records and files.
* Possess strong organizational skills.
* Ability to prepare and present accurate and reliable reports containing findings and recommendations.
* Ability to establish and maintain effective working relationships with all employees, board members, agents, brokers, adjusters, auditors, and any other individuals associated with the pool(s).
* Maintain membership in FGFOA.
* Ability and willingness to learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
* Ability to accommodate overnight and multiple day travel

Minimum Requirements – Education/Certificates/Experience

Graduation from an accredited college or university with a bachelor’s degree in accounting or related field. Ten (10) years progressively responsible experience in accounting or financial field, preferably within a similar agency; or an equivalent combination of education, training, and experience. Possession of current and valid Florida Driver’s License.

Physical Requirements & Working

* Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 – 10 pounds).
* Sufficient clarity of speech and hearing or other capabilities, which permits the employee to communicate effectively
* Vision abilities required include close and distance, color, peripheral, depth perception and ability to adjust focus
* Sufficient manual dexterity, which permits the employee to operate a personal computer, related office equipment, and other related field equipment
* May be required to walk, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms
* Sufficient personal mobility and physical reflexes, which permits the employee to operate in a general office environment

Public Risk Management of Florida is an Equal Opportunity Employer. In compliance with EEO guidelines and the Americans with Disabilities Act, provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

For additional information about Public Risk Management of Florida you can visit our website at [www.prm-fl.com](http://www.prm-fl.com)

Office location and worksite: Applicants must be able to accommodate working both in office and remotely. Office located at 3434 Hancock Bridge Parkway, North Fort Myers, FL 33903

Salary Range: $83K - $93K DOQ

**Please submit resumés via email to Mary Ann Whitney at** [**mwhitney@prm-fl.com**](mailto:mwhitney@prm-fl.com)**.**