

Broward County Board of County Commissioners

ACCOUNTING DIVISION Accounting Manager - Grants Financial Reporting Section

Broward County is seeking an Accounting Manager with significant governmental accounting experience, specifically in the state and federal grant awards area. Candidate should be able to demonstrate a strong understanding of grant related financial and managerial accounting concepts and principles, and possess strong analytical, organizational and communication skills. Candidate must have effective time management skills to ensure efficient use of time is expended to properly complete assignments and meet goals. The Candidate must also have the ability to independently prepare routine reports, presentations and correspondence with minimal guidance. Candidate responsibilities will include the following: review and/or preparation of accounting entries (transactions and journals) related to grant funds; assist with the closing of the County's fiscal year end and prepare year end schedules for the annual audit and Single Audit; review fiscal reports prepared by various County agencies to ensure the completeness and accuracy of the information; review quarterly and annual grant reconciliation schedules prepared by contract/grant administrators at various County agencies; consult with the contract/grant administrators regarding issues concerning the grant programs as they relate to the financial administration of grants; preparation of the annual Schedule of Expenditures of Federal Awards and State Financial Assistance (SEFA) and related notes and the Data Collection Form; review and analyze budget expenditure and revenue reports of grant funds for accuracy and completeness of amounts and assist with the update of the Grant Accounting policies and procedures manual

A bachelor's degree in accounting is required in addition to four (4) years' experience in governmental accounting experience, specifically in the state and federal grants awards area, in addition to two years of supervisory experience. Certified Public Accountant license required.

Broward County is the 18th largest county in the nation and the second largest in the state. Broward County government serves nearly 1.8 million southeast Florida residents, and receives national recognition for various e-governmental initiatives. The Accounting Division provides accounting services and information for the Broward County Commission, other governmental agencies, residents and financial institutions.

Your application/resume must be received on-line at <http://www.broward.org/careers>.

The job posting will remain open until a sufficient number of applications has been received.

BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF SERVICES.