SPACE FLORIDA
JOB DESCRIPTION

Job Title: **Manager of Financial Planning & Analysis**

BASIC PURPOSE: Responsible for conducting quantitative analyses of information for the fiscal functions of Space Florida.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Analyze and assure compliance of contract and grant financial obligations.
- Responsible for financial reporting associated with contract and grant obligations.
- Forecast future project cash needs.
- Assist in the development of program/project funding.
- Measuring financial risk associated with investments and contracts.
- Assure compliance with all Generally Accepted Accounting Principles, Federal Accounting Standards Board rules, Governmental Accounting Standards Board rules, federal, state, and local corporate payroll and other applicable taxes.
- Assist in the preparations of annual financial audit, monthly, quarterly, and yearend reports, and financial briefing for Executive Management and the Space Florida Board of Directors.
- Assist in the preparation of the budget and financial forecasts and other planning and control procedures related to contracts.
- Recommends and leads new efforts to improve ROE / ROA performance.
- Advise management about insurance coverage for protection against property losses and potential liabilities.

SUPERVISION:

- None

MINIMUM QUALIFICATION REQUIRED:

- Bachelor's degree in Accounting or related field.
- Master's degree in Finance preferred.
- Thorough knowledge of accounts payable, accounts receivable, and payroll procedures.
- Advanced level competence with Microsoft Office applications
- 5-8 years accounting experience