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Accountant – Accounts Payable

Department:

Full-time

FLSA Status:

Non-Exempt

BASIC PURPOSE:

This job is responsible for maintaining accounting records and provide management with financial information by researching and analyzing accounts

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Responsible for creating and maintaining vendor files and accounts payable paperwork within the accounting software and electronic filing systems. Review and maintain W-9 data for compliance. Set up new vendors in the accounting system based on W-9 inputs. Assist with yearend 1099 reporting.
- Review/Audit to accounting procedures all Purchase Requests. Process Purchase requests in compliance with company policy. Enter vendor invoices, ensuring proper approval and review of back up for compliance. Maintain an equipment and tools inventory list for two vendors for the Fixed Asset Accountant conducting annual physical inventories. Track recurring transactions and determine completeness with the accounting database.
- Monitor and reconcile purchase-lease back financing arrangement. Reconcile major program expenditure to bank financing. Report on customer advance accounts on construction projects.
- Reconcile and follow up on past due accounts.
- Train and ensure finance compliance to all employees on the procurement processes.
- Complete reconciliation of assigned balance sheet accounts.
- Support year-end close process by review and reconciliation of AP, and prepare information schedules.
- Assist in the development and documentation of business processes and accounting policies.
- Conduct assignments in compliance with Generally Accepted Accounting Principles, Federal Accounting Standards Board rules, and Governmental Accounting Standards Board rules.

SUPERVISION:

- None

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's degree in Accounting or related field.

Hiring organization

Space Florida

Date posted

January 3, 2022

Contacts

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- Knowledge of accounts payable transactions.
- Experience with Microsoft Office applications
- 2-4 years accounting experience