**Position Description**

**POSITION TITLE:** Staff Accountant 3  
**REPORTS TO:** Controller  
**SUPERVISES THE FOLLOWING POSITIONS:**

**SUMMARY FUNCTION:** Under the supervision of the Controller, supervises the financial reporting process. Ensures complete, accurate and timely financial reporting. Serves as a primary Finance and Accounting (F&A) contact for interactions concerning departmental reports, G/L transactions, and financial information.

<table>
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<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
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<tbody>
<tr>
<td>20</td>
<td>Processes daily financial transactions to ensure timely reporting of current operations. Provides support to staff as needed. Reviews staff accountant work for completeness and accuracy. Approves and posts staff accountant entries to the general ledger system.</td>
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<tr>
<td>15</td>
<td>Prepares schedules and journal entries to record investment activity and properly recognize investments held by The Florida Bar (TFB). Prepares other Month-End Closing entries and completes various account reconciliations assigned for all companies. Reviews financial documents for completeness and accuracy.</td>
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<td>15</td>
<td>Works directly with the Controller to prepare all required audit documentation, statements, and schedules. Reviews new accounting standards and pronouncements and assists in the development of implementation guidelines for ensuring timely compliance.</td>
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<td>10</td>
<td>Recommends and assists in the development and/or design of proper procedures to maintain best practices and ensure controls and proper segregation of duties are maintained. Assists with documenting procedures, maintaining the procedure database, and training of staff. Periodically reviews workflow to ensure adherence to noted policies and procedures.</td>
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<td>10</td>
<td>Assist in the overall design and performance of the budget process.</td>
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<td>10</td>
<td>Assists the Controller and other Senior Management with special projects that may be assigned.</td>
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<td>5</td>
<td>Responds to departmental inquiries concerning TFB policies and procedures related to financial transactions and financial statements/reports compiled by F&amp;A.</td>
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<td>Reviews regulatory compliance checklist and ensures all filing deadlines are met.</td>
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<td>5</td>
<td>Conducts internal audit procedures and communicates issues/findings to the Controller in a timely manner. Presents solutions and discusses options for improvement.</td>
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<td>5</td>
<td>Assist the Controller with Audit, Budget, and Investment committee management. Provides support with meeting agendas, helps coordinate the distribution of information and monitor the follow-up and implementation of approved activities.</td>
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</table>
Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:
- Governmental and Non-Profit accounting and financial reporting principles and procedures
- Auditing Standards and procedures
- Sound budgeting methods
- Best practices for governance, management, and internal controls
- Professional office procedures and practices
- Integrated accounting system operations
- Current risks and uses of technology
- Supervisory principles and techniques

Skilled in:
- MS Word
- MS Excel
- MS Outlook
- Computer functions
- Database functions

Ability to:
- Maintain fiscal reports and records
- Ensure compliance with GAAP and GASB standards
- Audit fiscal data for accuracy and completeness
- Communicate effectively and professionally, both verbally and in writing (Including proper grammar, spelling and word choice)
- Work independently in analyzing data and/or procedures to recommend action to management
- Establish and maintain effective working relationships
- Demonstrate initiative in group projects and individual settings
- Tactfully manage difficult situations
- Consistently provide an excellent service-oriented attitude
- Operate well under pressure and in a team atmosphere
- Manage and supervise others
- Manage and maintain a high level of confidentiality
- Create ADA compliant forms and documents using Adobe
- Think logically and effectively solve problems encountered
- Understand deadlines and how to prioritize multiple assignments
- Understand, describe and train others in the financial process
- Apply the financial process to software applications
- Use discretion and independent judgement

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:
Bachelor's Degree in accounting, or finance (proof of degree required at interview).
Required Minimum Professional Work Experience:
Five (5) years of responsible accounting, fiscal, or budgeting experience.

Required Licensure Certification(s):
Certified Public Accountant (CPA) or CPA eligible is highly preferred.

Other Job Related Requirements for the Position (e.g., work schedule, physical and mental requirements, language requirements, overtime, travel, use of equipment/machines, etc.):
- Position may require ability to work extended hours at certain times of the year due to high volume of activity. For example, during the Bar's Fee Season, Annual Meeting, fiscal year-end close-out, Audit and Budget. These typically occur in summer and early fall months.
- Ability to sit for long periods, hear and converse over the telephone, and key/work frequently on a computer.
- Ability to lift up to 5 to 10 lbs.
- Proficient use of 10 key adding machine, personal computer, copy machine, telephone, and scanner.

Additional Information:

Incumbent's Signature: ________________________________ Date: __________________________

This job description is not a contract for employment and The Florida Bar reserves the right to make any necessary revisions on the job description at any time without notice.