



## Urban League of Broward County Job Vacancy Posting

**Title:** Finance Specialist

**Supervisor:** Finance Director

**Division:** Finance

**Revision Date:** September 2024

**Anticipated Start Date: January 2025**

### **SUMMARY:**

This position is primarily responsible for supporting the functions of the Finance and Administration Department, including but not limited to accounts payable processing, timesheet processing, cash deposits, technology support, and accounting administration.

### **CORE DUTIES AND RESPONSIBILITIES:**

- Processes accounts payable including verifying invoices, coding, entering in the accounting system and distribution/ mailing of vendor checks.
- Ensures that all check or EFT payment copies are given to the Data & Billing Specialist for filing away in a timely manner.
- Collect timesheets and review allocations for accuracy per the monthly allocation schedule.
- Provides administrative and clerical support to the Finance Director and VP of Finance & Administration to ensure efficient department operations.
- Responsible for distribution of vendor and petty cash checks and gift cards. Ensure that receiving staff understand policies and procedures for use of funds.
- Assists in reconciliation of petty cash checks and gift cards issued to staff in accordance with policies and procedures.
- Makes bank deposits in accordance with policies and procedures; code and processes all deposits into the accounting system.
- Coordinates the routing of program contracts, makes digital copies and files in appropriate location.
- Manages the company credit card transaction processing and is responsible for monthly reconciliation of credit card transactions to receipts.
- Manages the payment processing for special events and conferences.
- Processes auto annual license renewals.
- Other duties as assigned.

### **Education/Experience and Requirements**

- Bachelor's degree preferred. Associate's degree in accounting, Finance, or Business required.
- A minimum of 3-4 years of progressive experience. Not-for-profit experience preferred.
- Ability to maintain a high level of confidentiality.
- MS Office Suite, Blackbaud Financial Edge, and other software would be required.
- Excellent verbal and written skills including editing, grammar and spelling.
- Outstanding organizational skills.
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Positive and team-oriented attitude.
- Must have the ability to lift and/or move up to 15 pounds.

**Submit Cover Letter and Resume to:  
[HIRING@ULBCFL.ORG](mailto:HIRING@ULBCFL.ORG)**

***THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER***