



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

Accountant / Fiscal Manager

MetroPlan Orlando, the metropolitan planning organization for Orange, Osceola and Seminole Counties is seeking an Accountant / Fiscal Manager. This position works within the Department of Finance & Administration.

This is a highly professional position primarily responsible for the daily accounting and finance functions of the organization. This position is responsible for maintaining the accounting records including accounts payable, payroll, accounts receivable, depreciation, and month-end/year-end closing. In addition, this position is responsible for Federal and State compliance including W2s, W3s, 1099s, 941s, UCT-6, and grant compliance including Uniform Guidance (2 CFR 200).

The Fiscal Manager will be responsible for:

- journal entries, accounts receivable, accounts payable, payroll, and accuracy of the general ledger
- month-end and year-end closings including depreciation, financial statement preparation, and required month-end/year-end reports
- preparation and submittal of tax deposits and all quarterly and annual tax filings including, but not limited to, 941s, W2s, W3s, and 1099s
- organizing and maintaining all grant records
- overseeing fixed asset inventory records including maintaining an accurate depreciation schedule, adding and deleting fixed assets from the records, and conducting an annual inventory of fixed assets
- assist the Director of Finance and Administration in preparation of the budget
- the records retention process for the Department including staying current on changing rules and Statutes, documenting and processing documents for disposal on at least an annual basis, and training other departments and staff on proper retention procedures
- assistance to outside auditors including preparation of reconciliation documents, providing requested documents to auditors, creation of draft financial statements, and other duties as necessary for a clean audit

Minimum Qualifications

- Bachelor's degree in accounting, business or related field
 - Master's degree or professional certifications such as CPA or CGFO desirable
 - Minimum of three (3) years relevant experience in managing daily accounting functions, including payroll, payables, and receivables
- OR
- Equivalent combination of education and experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Working knowledge of general office equipment including personal computers, printers, copiers, etc.
- Working knowledge of Microsoft Office Software (Word & Excel) or equivalent and other common office software packages such as Adobe Acrobat with efficient keyboard and 10-key calculator skills
- Knowledge of generally accepted accounting principles and governmental accounting standards and the ability to learn and apply general accounting software operations
- Effective written and oral communication skills in English
- Attention to detail
- Ability to problem-solve complex issues or problems
- Attributes such as trustworthiness, confidence, integrity and flexibility are required due to the nature of the position

Salary & Benefits

The position offers a competitive salary and an excellent fringe benefits package. It is based in a beautiful downtown Orlando location with convenient access to the Church Street SunRail Station, nearby Lymmo Service, a Lynx bus stop at the front door, and secure bicycle and vehicle parking.

How to Apply

Send a cover letter (including salary requirements) and resume to: hr@metroplanorlando.org OR Director of Finance & Administration, MetroPlan Orlando, 250 South Orange Avenue, Suite 200, Orlando, FL 32801. Completion of a MetroPlan Orlando employment application form will be required of those selected for interview.

MetroPlan Orlando is an equal opportunity employer, a drug-free workplace, and a tobacco-free workplace. It is the policy of MetroPlan Orlando that all applicants selected for employment must sign an Affidavit for Non-Use of Tobacco Products in order to be hired by MetroPlan Orlando. The non-use of tobacco products must have been for a period of at least six months immediately preceding application for employment; and must be maintained and continued for the duration of employment with MetroPlan Orlando.

This position will be open until filled. Applications must be received by August 31, 2023.