



Staff Accountant

Gainesville, FL

\$52,784 – \$66,935 Annually

POSITION: STAFF ACCOUNTANT
FLSA STATUS: EXEMPT
REPORTS TO: CHIEF FINANCIAL OFFICER
FULL PAY RANGE: \$52,784 - \$81,086
STARTING PAY RANGE: \$52,784 - \$66,935

Children's Trust of Alachua County is seeking a **Staff Accountant** to support the Finance department by maintaining accurate financial records, ensuring compliance with governmental and nonprofit accounting standards, and promoting transparency and accountability. The Staff Accountant applies initiative, discretion, judgment, and independence while performing technical, complex accounting and payroll processes. This position participates as a key member of the Finance team, including providing back-up assistance to other team members as needed. This role requires strong attention to detail, adaptability, and the ability to thrive in a small-office environment with broad accounting responsibilities.

MISSION STATEMENT

The Children's Trust of Alachua County funds and supports a coordinated system of community services that allows all youth and their families to thrive.

VISION STATEMENT

Facilitate equitable access and opportunities for all children, youth and families in Alachua County to ensure every child reaches their maximum potential.

Staff Accountant Key Responsibilities

Accounting & Financial Operations

- Maintain the general ledger and ensure accurate recording of all financial transactions.
- Process accounts payable and accounts receivable, including vendor payments and invoicing.
- Prepare and post journal entries; reconcile bank, investment, and balance sheet accounts.
- Assist with monthly and year-end closings.



Budgeting & Financial Reporting

- Assist in preparing the annual operating budget and budget amendments.
- Monitor expenditures against approved budgets, particularly taxing district funds.
- Assist in preparation of monthly, quarterly, and annual financial reports for management and the Board.
- Support financial reporting required by the county, state, and other oversight entities.

Compliance & Public Accountability

- Ensure compliance with governmental accounting standards (GASB) and applicable governmental requirements.
- Assist with preparation of annual financial statements and schedules for audits or reviews.
- Maintain documentation to support transparency and public records requests.

Taxing District & Grant Support

- Track revenues and expenditures related to the special taxing district.
- Assist with compliance reporting related to county funding agreements.
- Support grant tracking, reporting, and reimbursement requests, as applicable.

Internal Controls & Administrative Support

- Assist in maintaining and improving internal controls and accounting procedures.
- Provide general financial support to staff and assist with special projects as needed.

Staff Accountant Qualifications

Required

- Bachelor's degree in Accounting, Finance, or related field.
- 2–4 years of accounting experience
- Working knowledge of GAAP and accounting principles.
- Strong attention to detail and organizational skills.
- Proficiency in accounting software and Microsoft Excel.

Preferred

- Experience with special taxing districts, governmental funding, or public-sector reporting.



- Experience working in a small organization with broad accounting responsibilities.

Skills & Competencies

- High level of integrity and commitment to public accountability.
- Ability to manage multiple priorities and meet deadlines.
- Strong analytical and problem-solving skills.
- Clear written and verbal communication skills.
- Ability to work independently and collaboratively in a small team environment.

Work Environment & Benefits

- Small, mission-focused Special Tax District Organization.
- Opportunity to work closely with leadership and the Board.
- Competitive benefits package, including health insurance, Florida State Retirement, and paid time off.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and may be amended at any time at the sole discretion of the Children's Trust of Alachua County.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions of the job.

Equal Employment Opportunity

This company is an equal opportunity employer and does not discriminate because of race, color, religion, sex, age, marital status, disability, veteran status, national origin, pregnancy, genetic information or any other protected category.