

FLORIDA SPORTS FOUNDATION Finance Manager

Location: Tallahassee

Reports to: Director of Finance

Job Summary:

N/A

Responsibilities:

1. Finance & Administrative Coordination with Director of Finance for the following:
 - a. Review bank accounts, general ledger, accounts payable, contracts, and files.
 - b. Verify and document all monetary receipts and deposit all receipts.
 - c. Process staff related forms, reports and payments.
 - d. Review travel records and coordinate reimbursements to staff and board
 - e. Administer license tag receipts, fund payments and reports.
 - f. Dispense royalty and charity payments and reports.
 - g. Work with Director of Finance to maintain data for reporting to the President, the FS Board of Directors, EFI and the Department of Economic Opportunity, (DEO), OPPAGA, regarding tags, grants, budgets, and any contract requirements and any Government entity requests on a monthly, quarterly and annual basis, and upon request.
 - h. Assist EFI HR Department, as needed, to include processing new employees and interns and staff terminations; assuring that staff is in compliance with policies.
 - i. Work closely with the Vice President to develop the budget and plan all aspects of the Sunshine State Games, (SSG), and the Florida Senior Games, (FSG), and other Amateur Sports events and programs.
 - j. Develop and maintain corporate and event policies and procedures; financial procedures.
 - k. Contract creation and review;
 - l. Entering accounts receivable, receipts, check logs and deposits;
 - m. Audit preparation;
 - n. Provide support for posting transparency documents and reports on the Foundation website;
 - o. Prepare correspondence on behalf of the Director of Finance, independently or with oral or written instruction;
2. Other duties as assigned.

Qualifications:

- Preferably possess a Bachelor's degree.
- Must possess excellent technical, organizational, verbal and written communication skills, excellent word processing skills and strong computer skills.
- Be familiar with the network of sports commissions within the state of Florida, and have the ability to work with these commissions in the development and promotion of grants in Florida.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and may be modified periodically.