
THE BLACK ARCHIVES

HISTORY & RESEARCH FOUNDATION OF SOUTH FLORIDA, INC.

Job Description as of: January 1, 2013*
Position: Finance Officer (Bookkeeper)
Direct Supervisor: Executive Director
Overhead Supervisor: Executive Director

Salary Range: \$35 to \$40K

Job Summary:

The Finance Officer is responsible for maintaining financial, accounting, administrative and personnel services in order to meet legislative requirements and support organization operations.

The Finance Officer reports to the Senior Administrative Officer (Executive Director, President, Chief Executive Officer, etc.) and is responsible for day-to-day bookkeeping, preparing monthly and year-end financial statements as well as ad-hoc reports as needed, maintaining cash controls, preparing the payroll and personnel administration, maintaining accounts payable and managing office fiscal operations.

The Finance Officer must work within the Financial Management Act, Organization policies and procedures and in compliance with all Territorial Acts and Legislation.

Failure to provide adequate services may result in lost or misused revenues, inaccurate financial statements and financial hardships for employees, contractors and suppliers if the payroll and/or accounts payables are not processed in an accurate and timely manner.

Education:

Bachelors in Accounting preferred with 3yrs work experience and knowledge of QuickBooks

Please submit resumes to: Victoria Henry
vhenry@theblackarchives.org
305.636.2390

The Black Archives is an equal opportunity employer with a zero tolerance drug use policy.

*Please note that this is the job description. The job duties and responsibilities for the position are under a separate heading.

*Description subject to change by written agreement based on needed responsibility between employer and employee.