



Join our dynamic, diverse, and innovative organization committed to making a positive impact and transforming lives!

At **Community Partners of South Florida (CPSFL)**, we are committed to creating lasting social change for children and families facing adversity. Through our comprehensive services and solutions in **Behavioral/Mental Health, Housing, and Community Services**, we make a meaningful impact in the lives of those we serve. We are the trusted leader in comprehensive community development, investing in people, places, and systems to ensure thriving residents and strong communities.

At **CPSFL**, we prioritize continuous growth and development, offering ongoing training and exceptional professional development opportunities that empower our diverse teams. Our transparent culture values every voice, fostering long-lasting careers where employees thrive and rise to leadership roles.

Job Summary:

CPSFL is seeking a dynamic **Accountant** for a full time position. We are seeking an **Accountant** who will be responsible for maintaining accurate financial records, performing reconciliations, and supporting month-end and year-end close activities. This role will exercise independent judgment and discretion in applying accounting principles, policies, and procedures in compliance with applicable standards.

Qualifications:

- Bachelor's degree in Accounting or Finance (required)
- Three (3) years of professional accounting experience
- Experience supporting month-end and year-end close
- Audit support experience
- Demonstrated knowledge of general ledger accounting and reconciliations
- Ability to apply accounting standards and exercise professional judgment
- Strong knowledge of Microsoft Office suite and accounting software, preferably in MIP Fund Accounting

Key Responsibilities:

- Prepare and post journal entries, including accruals, prepaids, and reclassifications
- Maintain the general ledger and perform monthly account reconciliations
- Process accounts payable and accounts receivable transactions
- Reconcile AP and AR subledgers to the general ledger
- Assist with month-end and year-end close processes and related reporting
- Prepare schedules, reports, and supporting documentation for audits
- Investigate and resolve discrepancies; identify recurring issues and inefficiencies
- Apply and follow internal accounting policies and applicable accounting standards (e.g., GAAP)

Compensation and Benefits:

Compensation: \$65,000

Generous Paid Time Off: Our company provides an exceptional paid time off package, including ten paid holidays, a fully paid week off from Christmas to New Year, as well as the accumulation of vacation, sick, and personal time right from the beginning of your employment.

Our benefits package includes medical, dental, vision, life, and disability insurance coverage. We also offer a 403(b) retirement plan with a matching contribution of up to 5%, enabling you to save for your future.

To support your overall well-being, we provide an Employee Assistance Program (EAP) and extend legal and financial services. Additionally, we recognize the importance of pets in your life, and thus offer pet insurance to cover their medical needs.

CPSFL fosters an environment that supports equity in race, gender, religion, diversity and inclusion at the individual, organizational and community levels in service to our mission. We are an equal opportunity employer and a drug-free workplace.