

JOB DESCRIPTION



Job Title: Senior Accountant and Cash Manager
Department: Accounting
Reports to: Controller
Direct Reports: None
Date Prepared: June 2019

Job Summary	Responsible for corporate cash management and forecasting. Responsible for maintaining general ledger account balances in conformity with GAAP. Prepares accurate monthly financial reports and accounting summaries. Examines accounting documents for accuracy and ensures compliance with internal control policies and procedures and accounting standards.
Essential Functions	<ol style="list-style-type: none"> 1. Performs daily corporate cash management and forecasting activities. 2. Establishes and manages bank relationships. 3. Prepares journal entries on a monthly basis for Corporate & Forestry Segments 4. Prepares and reviews monthly reporting packages for Property Owner Association & Community Foundation. 5. Records financial transactions in accordance with GAAP. 6. Reconcile balance sheet accounts on a monthly basis. 7. Understand internal control procedures and regulations. 8. Assist in maintaining and updating accounting policies and procedures. 9. Perform month end duties in accordance with closing schedule. 10. Analyze and communicate general ledger and other financial variances. 11. Prepare financial/analytical reports. 12. Prepare quarterly schedules and external and internal audit requests. 13. Assist with special projects. 14. Manages surety bonds and letters of credit for projects and insurance requirements.
Education and Experience	<ul style="list-style-type: none"> • Bachelor's degree in Accounting required. • 4 to 6 years of accounting or finance experience required.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Good analytical and verbal and written communication skills. • Strong attention to detail. • Strong organizational and analytical skills. • Knowledge of generally accepted accounting principles and procedures. • Knowledge of internal control procedures and regulations. • Familiarity with laws and regulations that apply to accounting and compliance. • Knowledge of Microsoft Office, including strong excel skills. • Knowledge of accounting software required, Oracle based JDEdwards General Ledger System and Insight Unlimited reporting tool preferred. Experience with QuickBooks a plus.
Physical Demands	<ul style="list-style-type: none"> • Ability to operate normal office equipment. • Extensive use of computer. • Ability to sit for extended periods of time. • Ability to lift up to 15 lbs.
Working Conditions	<ul style="list-style-type: none"> • Normal office environment.

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.