

**HEART OF FLORIDA UNITED WAY
INTERN POSITION DESCRIPTION**

TITLE: Accountant
REPORTS TO: Maurice VanVield
DEPARTMENT: Finance

POSITION OBJECTIVE:

To enhance various functional areas in the Finance Department.

PRIMARY JOB RESPONSIBILITIES/DUTIES:

Fixed asset inventory, designation distribution payouts, tracking payroll receipts for combined federal campaign, pledge processing, bank reconciliations.

PHYSICAL DEMANDS:

Physical demands include sitting and/or standing for extended periods of time; bending, regularly moving between buildings and floors, regular use of the telephone, copier, fax and computer. Reliable transportation required. Job involves frequent and routinely intense public contact as well as protracted concentration.

EDUCATION AND EXPERIENCE:

- Accounting, Finance or General Business
- Requires strong organizational, follow-up, analytical, and problem solving skills.
- Requires excellent verbal and written communication skills and good interpersonal skills demonstrated through consistent working relationships with fellow employees, phone interchange, and demonstrated dependability.
- Requires ability to edit, proofread, complete and assemble reports, and the ability to operate standard office equipment; i.e. copiers, fax, telephone, computer and calculator.
- Requires knowledge of computer applications (including Microsoft Excel, Word, and Outlook) and use of internet.

If you have any questions or would like further information, please contact Julie Colombino –Manager of Community Participation at 407-849-2363 or via email @ Julie.colombino@HFUW.org