



JUVENILE WELFARE BOARD OF PINELLAS COUNTY

The Juvenile Welfare Board of Pinellas County (JWB) has been making the health, safety, and well-being of our county's children a priority for 75 years. We invest in partnerships, innovation, and advocacy to strengthen Pinellas County children and their families.

JOB OPPORTUNITY

November 13, 2025

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

Position Title:	Senior Accountant	Department:	Budget, Accounting & Program Finance
Reports To:	Director of Accounting/Controller	FLSA Status:	Exempt
Pay Grade:	107	Hiring Range:	\$61,641.00 - \$83,215.00 Annually Salary commensurate with experience

Position Purpose:

This position performs and coordinates various complex accounting and fiscal operations. This position is expected to exercise considerable independent professional accounting expertise and judgment in solving problems through the application of applicable JWB financial policies and practices.

Key Responsibilities:

- Responsible for the preparation of the Prepared By Client (PBC) list for JWB's annual external audit; also serves as the JWB contact for the external audit team during interim and field work.
- Responsible for completion of year-end checklist which includes posting of required year-end journal entries.
- Assist the Director of Accounting/Controller with preparation of the Annual Comprehensive Financial Report (ACFR).
- Responsible for the preparation and submission of the Annual Financial Report (AFR) to the Florida Auditor General.
- Responsible for the comprehensive evaluation, maintenance, and updating of data related to Governmental Accounting Standards Board Standard 87 & Standard 96. (Accounting for leases and subscription-based information technology agreements.)
- Prepare and upload monthly budget to actual reports for all JWB Departments and Funded Programs.
- Responsible for Pinellas Core Management Services (PCMS) system of fiscal and governance operation including, but not limited to, preparation of board documents, financial statement and balance sheet review, bank statement reconciliation, and compliance with filing of Form 990, Return of Organization Exempt from Federal Income Tax. (PCMS is a 501(c)(3) organization which is a special component unit of JWB.)
- Review bank balances and transactions in all JWB bank and investment accounts frequently to detect fraudulent activity and verify accuracy.
- Review bi-weekly accounts payable vouchers for proper approval, backup documentation, and submit bank EFTs and Positive Pay files for payment.
- Review and approve all JWB bank reconciliations.
- Responsible for updating bank account information as required. (Authorized JWB personnel, check signatories, etc.)
- Prepare payroll tax schedules for tracking of FIT, SS, and FICA.
- Review quarterly IRS 941 Forms and annual IRS W-2 Forms to verify reports are prepared correctly by JWB's third party payroll provider.
- Responsible for bank transactions for benefits (Mission Square, NACO, and FL Retirement).
- Responsible for the download and reconciliation of bi-weekly payroll journal entries.
- Record general ledger journal entries as required.
- Prepare audit confirmations for funded agencies' external auditors as required.
- Upload, classify, retrieve, and maintain documents in accordance with established Unit/Department record management procedures while adhering to State Laws.
- Work cooperatively on inter- and intra-departmental teams and provide fiscal support to various other departments.
- Interpret federal, state, and local accounting regulations as applicable.
- Serve as backup to the Fiscal Specialist for processing payroll and accounts payable.
- Serve as backup to the Director of Accounting/Controller for preparation of the monthly Board financial statements.
- Perform related work as assigned or required.

Specifications:

- Bachelor's Degree in Accounting or related field.
- A minimum of four (4) years' experience in governmental accounting principles, procedures, and practices.
- Extensive knowledge of generally accepted accounting principles (GAAP), particularly as applied to governmental accounting and financial reporting.
- Knowledge of all applicable local, state, and federal financial regulations.
- Knowledge of the functions of governmental accounting.
- Knowledge of Microsoft Office Suite programs and their essential functions.
- Skills in a wide variety of financial accounting functions.
- Skills in computerized accounting and spreadsheet management.

- Skills in basic to intermediate mathematical functions as it relates to accounting.
- Ability to independently perform moderately complex accounting tasks.
- Ability to analyze transactions, identify errors, and prepare adjusting journal entries.
- Ability to communicate effectively both verbally and in writing.

Additional Requirements:

- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes.
- Possess a valid driver's license and/or access to reliable transportation.

Working Conditions:

- JWB staff shall reside within the Tampa Bay area. Currently, this is a hybrid remote position working three days per week at the JWB building.

Interested applicants, please submit resumes by Friday, December 5, 2025:

Juvenile Welfare Board of Pinellas County, Attn: Human Resources Unit

14155 58th Street N. Clearwater, FL 33760

email: hr@jwbpinellas.org or fax: 727-453-5610 Website: www.jwbpinellas.org

The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer.

Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.

Applicants interested in claiming Veterans' Preference please apply at: www.jwbpinellas.org

All applicants are advised that applications in Florida become a matter of public record upon receipt