



## 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

**January 15, 2026**

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.

<b>Position Title:</b>	Accountant	<b>Department:</b>	Budget, Accounting & Program Finance
<b>Reports To:</b>	Director of Accounting/Controller	<b>FLSA Status:</b>	Exempt
<b>Pay Grade:</b>	106	<b>Hiring Range:</b>	\$58,152.00 – \$78,505.00 Salary commensurate with experience

#### Position Purpose:

This position performs and coordinates various complex accounting and fiscal operations for JWB. This position is also required to exercise initiative and independent judgment in solving problems through the application of applicable JWB financial policies and practices.

#### Key Responsibilities May Include:

- Record bank transactions for all JWB bank accounts including adjustments, bank transfers, and bank reconciliations.
- Assist with the preparation of the JWB annual external audit to include reconciliation schedules.
- Reconcile balance sheet accounts.
- Prepare and submit compliance reports such as the annual Public Deposit Report.
- Responsible for Fixed Asset Inventory through to the general ledger and records, updates, and/or retires fixed assets.
- Import the annual budget into Business Central and track changes.
- Review budget amendments for proper approvals and account numbers and verify mathematical accuracy prior to processing.
- Prepare journal entries as required.
- Responsible for the timely depositing of checks.
- Prepare and maintain a schedule of investment interest for each of the investment pools for the fiscal year.
- Review invoices for accuracy and completeness, prepares for payment and posts accounts payable through the general ledger on a bi-weekly basis for JWB vendors. Obtain W-9 forms from vendors.
- Review purchasing p-card packages and posts purchasing card transactions through the general ledger.
- Responsible for the preparation and transmission of 1099 Forms and 1096 Forms to the IRS.
- Responsible for the bi-weekly review of timesheets, creates and edits temporary deductions, earnings, special cash outs, etc., and submits payroll through the third-party payroll provider.
- Responsible for the submission of payroll deductions including 457(b) plans and the Florida Retirement System.
- Conduct training for new/existing employees on completion/documentation required for various forms (ex: travel reimbursement form, conference authorization form, and the PO/Check request form).
- Conducts training for new/existing employees on third-party payroll provider.
- Prepare invoices to funded agencies for payback of funds.
- Prepare and maintain a schedule of all paybacks invoiced and payments received from funded agencies for the fiscal year.
- Submit quarterly Business Central security report to BC consultant and Pinellas County.
- 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 to provide fiscal support to various other departments.
- Perform related work as assigned or required.

#### Specifications:

- Bachelor's degree with concentration in Accounting or related field.
- A minimum of two (2) years' experience in governmental accounting principles, procedures, and practices.
- Knowledge of generally accepted accounting principles (GAAP), particularly as applied to governmental accounting and financial reporting.
- Knowledge of all applicable federal and state regulations as they pertain to accounting.
- Knowledge of Microsoft Office Suite programs and their essential functions.
- Advanced knowledge of and skills in accounting, database and spreadsheet management, and report writing.
- Skills in basic to intermediate mathematical functions as it relates to accounting.
- Ability to apply accounting principles to the preparation and maintenance of accounting records.
- 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 and physical presence at the JWB office and other sites in Pinellas County is required to perform key responsibilities.

**Interested applicants, please submit resumes by Thursday, January 29, 2026**

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

**14155 58th Street N. Clearwater, FL 33760**

**email: [hr@jwbpinellas.org](mailto:hr@jwbpinellas.org) or fax: 727-453-5610 Website: [www.jwbpinellas.org](http://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](http://www.jwbpinellas.org)*

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