

**About the Organization:**

The Downtown Development Authority (DDA) is a forward-thinking, hands-on taxing authority dedicated to driving economic vitality in downtown Delray Beach. The DDA is committed to professionalism, productivity, and community impact. Its mission is to stimulate, enhance, and sustain the economic growth of downtown Delray Beach while enhancing the quality of life for residents and visitors alike.

Job Title: Finance Administrator – Governmental Accounting

Reports To: Executive Director

Location: Delray Beach Downtown Development Authority

FLSA Status: [Exempt]

Type: [Full-Time]

Job Summary:

The Finance Administrator is responsible for maintaining precise financial records for a governmental entity by ensuring that all accounting entries are accurately recorded, reconciled, and flushed through accounting systems in accordance with governmental accounting standards. This position plays a key role in monthly and year-end closing, reporting, and compliance with state and federal regulations.

Key Responsibilities:

- Record day-to-day financial transactions and complete the posting process in compliance with GASB (Governmental Accounting Standards Board) principles.
- Reconcile all bank accounts, fund balances, and subsidiary ledgers to the general ledger on a regular basis.
- "Flush" accounts: Clear temporary holding accounts, suspense accounts, and ensure timely reclassification of misposted entries.
- Assist with monthly, quarterly, and year-end closings including preparation of trial balances and financial statements.
- Process invoices, receipts, journal entries, and budget transfers.
- Monitor fund allocations and expenditures for compliance with approved budgets.
- Maintain detailed documentation of financial activity in accordance with internal control procedures and audit requirements.
- Assist auditors by providing necessary documentation and explanations during audits.
- Communicate with departments and vendors to resolve discrepancies and ensure accurate reporting.
- Support payroll entries, grant tracking, and interfund transactions as needed.
- Stay current with changes in governmental accounting policies and practices.



Qualifications:**Education and Experience:**

- Associate's or Bachelor's degree in Accounting, Finance, or related field preferred.
- Minimum of 6 years experience in bookkeeping or accounting, preferably in a government or public sector environment

Skills and Abilities:

- Strong knowledge of governmental accounting practices and fund accounting.
- Proficiency in accounting software (e.g., MUNIS, QuickBooks Government Edition, or similar).
- Excellent attention to detail and a high level of accuracy.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Effective communication and organizational skills.
- Familiarity with GASB and GAAP.

Working Conditions:

- Office environment with standard work hours.
- May require occasional overtime during peak financial periods or audits.

To Apply:

Please send your resume to info@downtowndelraybeach.com