



Urban League of Broward County Job Vacancy Posting

Title: Finance Specialist
Supervisor: Finance Director
Division: Finance and Administration
Revision Date: May 2026

SUMMARY:

This position is primarily responsible for supporting the functions of the Finance and Administration Department, including but not limited to accounts payable/accounts receivable processing, timesheet processing, cash deposits, technology support, and accounting administration.

CORE DUTIES AND RESPONSIBILITIES:

- Processes accounts payable/accounts receivable including verifying invoices, coding, entering in the accounting system and distribution/ mailing of vendor checks.
- Ensures that all check or EFT payment copies are given to the Data & Billing Specialist for filing away in a timely manner.
- Collect timesheets and review allocations for accuracy per the monthly allocation schedule.
- Provides administrative and clerical support to the Finance Director and VP of Finance & Administration to ensure efficient department operations.
- Responsible for distribution of vendor and petty cash checks and gift cards. Ensure that receiving staff understand policies and procedures for use of funds.
- Assists in reconciliation of petty cash checks and gift cards issued to staff in accordance with policies and procedures.
- Makes bank deposits in accordance with policies and procedures; code and processes all deposits into the accounting system.
- Coordinates the routing of program contracts, makes digital copies and files in appropriate locations.
- Manages the company credit card transaction processing and is responsible for monthly reconciliation of credit card transactions to receipts.
- Manages the payment processing for special events and conferences.
- Processes auto annual license renewals.
- Other duties as assigned.

Education/Experience and Requirements

- Bachelor's degree preferred. Associate's degree in accounting, Finance, or Business required.
- A minimum of 3-4 years of progressive experience. Not-for-profit experience preferred.
- Ability to maintain a high level of confidentiality.
- MS Office Suite, Blackbaud Financial Edge, and other software would be required.
- Excellent verbal and written skills including editing, grammar and spelling.
- Outstanding organizational skills.
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Positive and team-oriented attitude.
- Must have the ability to lift and/or move up to 15 pounds.

Submit Cover Letter and Resume to:
HIRING@ULBCFL.ORG

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER