

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ACCOUNTANT III
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: P-3

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To perform advanced professional accounting work covering all phases of account maintenance, audit, or expenditure control phases of fiscal transactions of a large operating unit.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required. Bachelor's degree in accounting or business administration preferred.
2. Years of Experience in the field: Three years' accounting experience required with one year in government accounting preferred.
3. Special skills or abilities related to the position: Knowledge of government accounting, auditing, and expenditure control systems and procedures. Knowledge of office practices, procedures, and equipment as applied to the maintenance of government accounting systems. Knowledge of the applicable laws, regulations, procedures, and processes governing the receipt, custody, and expenditure of monies.

Ability to plan, organize and supervise the work of professional, sub-professional, and clerical accounting personnel. Ability to prepare financial and statistical reports. Ability to establish and maintain effective working relationships with employees and the general public.

ESSENTIAL JOB FUNCTIONS:

1. Ensure that all receipts are posted to the proper accounts. Ensure that all expenditures are properly recorded.

ESSENTIAL JOB FUNCTIONS (Continued):

2. Post financial information for the college's moveable property inventory. Complete all forms required on equipment purchased with grant money and forward them to the proper agency.
3. Balance monthly bank statements. Prepare budget amendments, both internal and state required.
4. Provide and/or approve journal entries including the liquidating entries on each payroll.
5. Responsible for the proper encumbrance of all salaries.
6. Prepare the monthly trial balance, quarterly statements, and annual financial reports.
7. Maintain records and prepare various other financial reports.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building I (Administration), Ocala Campus

SUPERVISOR OF POSITION: Assistant Vice President for Finance or Designated Department Supervisor