COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ACCOUNTANT I
PAY GRADE P-8
OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:
To provide professional accounting work covering the maintenance of accounts and the expenditure control phases of fiscal transactions.

PREREQUISITES FOR POSITION (Qualification Standards):

1. **Education or training:** High school diploma required. Graduation from an accredited four-year college or university with a degree in Accounting preferred.

2. **Years of Experience in field:** One-year experience in accounting is required

3. **Special skills or abilities related to position:** Knowledge of accounting and expenditure control systems. Knowledge of modern office procedures and equipment. Knowledge of accounting techniques.

   Ability to plan and organize work in accounting, to prepare financial and statistical reports. Ability to detect and correct errors in the accounting records. Ability to establish and maintain good working relationships with fellow employees, College officials and the general public. Ability to sit at a desk and work steadily for extended periods of time. Ability to move freely about the work area and carry "work in process" from one desk or office to another. Ability to express one's self clearly orally and in writing.

   Sufficient dexterity to operate standard office equipment and make minor adjustments.

ESSENTIAL JOB FUNCTIONS:

1. Maintain ledger and budgetary control accounts and various journals.

2. Participate in the preparation of regular and special financial and statistical 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.)

Revised 10/23/03
ESSENTIAL PHYSICAL SKILLS:

♦ Acceptable eyesight (with or without correction).
♦ Acceptable hearing (with or without hearing aid).
♦ Ability to communicate both orally and in writing.
♦ Ability to access file cabinets for filing and retrieval of data.
♦ Ability to sit at a desk and view a display screen for extended periods of time.
♦ Ability to access input and retrieve information from a computer.

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 1 (Administration), Ocala Campus
SUPERVISOR OF POSITION: Controller