COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ACCOUNTANT II
PAY GRADE: P-9
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**: Graduation from an accredited four-year college or university with a Bachelor’s degree required. Bachelor’s degree in Accounting or Business Administration preferred.

2. **Years of Experience in field**: Two years accounting experience required with one year being in government accounting preferred.

3. **Special skills or abilities related to 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 accounting techniques. Knowledge of the applicable laws, regulations, procedures and processes governing the receipt, custody and expenditure of monies. Ability to plan and organize and supervise the work of professional, sub-professional and clerical accounting personnel. Ability 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 express one’s self clearly orally and in writing.

ESSENTIAL JOB FUNCTIONS:

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

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

3. Assist with cashier’s with registration and system problems when needed.

Revised 10-23-03
4. Assist in balancing monthly bank statements when necessary. Prepare budget amendments both internal and State required.
5. Post financial information for the College moveable property inventory.
6. Provide and/or approve journal entries including the liquidating entries on each payroll. Responsible for the proper encumbrances of salaries.
7. Responsible for proper encumbrances for all vendor purchase orders.

(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.)

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