COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ACCOUNTANT III
PAY GRADE: P-11
OVERTIME STATUS: 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.

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

2. Post financial information for the College moveable property inventory. Complete all forms required on equipment purchased with grant money and forward to the proper agency.

Revised 10/20/03
Revised 03/31/05
ESSENTIAL JOB FUNCTIONS (Continued):

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. 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.)

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 I (Administration), Ocala Campus
SUPERVISOR OF POSITION: Controller or Designated Department Supervisor