

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: ACCOUNTING SPECIALIST III

PAY GRADE: C-5

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

Performs advanced accounting and bookkeeping work and analysis, assisting in all phases of the financial management process of the college.

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: High school diploma or equivalent required. Associate's degree or higher preferred, preferably in a field related to accounting and bookkeeping.
2. Years of experience in field: Three or more years' full-time experience in the maintenance of bookkeeping and accounts payable records preferred.
3. Special skills or abilities related to position: Positive human relations skills. Knowledge of business English, spelling and punctuation. Knowledge of accounting practices and principles. Knowledge of the college's procedures relating to loans and grants. Knowledge of the techniques used in statistical analysis.

Ability to maintain complex bookkeeping and accounting records. Ability to establish and maintain effective working relationships with employees and students. Ability to perform researches relating to accounting records. Ability to comprehend and interpret grants budgets and legal requirements.

### ESSENTIAL JOB FUNCTIONS:

May be assigned to perform a combination of the following tasks to support specific accounting office functions:

ESSENTIAL JOB FUNCTIONS (continued):

1. Maintain working relationship with college vendors regarding accounts payable.
2. Assist college personnel with problems and questions related to payables and/or grants.
3. Prepare and enter accounts payable information on payables system. Maintenance of purchase order files. Monitor monthly, quarterly and yearly reports.
4. Maintain working relationship with college vendors regarding accounts payable.
5. Assist college personnel with problems and questions related to payables and/or grants.
6. Assist with phone calls and correspondence related to payables and/or grants.
7. Perform a variety of accounting technician duties relating to reconciliation and reporting.
8. Preparation of manual checks when required.
9. Analyze grants and projects for the college, including budget analysis, maintenance of files and project status. Monitor monthly, quarterly and yearly reports.
10. Assist the custodian of projects with narratives, forecasts, state contracts or fiscal management of their project. Meet with administrators relating to project projections and progress.
11. Function as budget analyst and monitor departmental reports. Assist college personnel with fiscal problems and budget questions.
12. Research and compile various reports and financial statistics. Perform evaluations of fiscal projects for the supervisor. Check and distribute accounting reports and assist in other office and accounting activities.
13. Prepare draw down collections relating to financial aid payments due to the college.
14. Research data in computer relating grants.
15. Assist with payroll data input.
16. Assist with editing payroll to assure match between inputs and paper copies.
17. Assist with posting vacation and sick leave records.

(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 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.

PHYSICAL DEMANDS (continued):

- 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.
- Ability to type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.

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

SUPERVISOR OF POSITION: Business Accounts Coordinator or Designated Supervisor