

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ACCOUNTING SPECIALIST III - CF FOUNDATION
PAY GRADE: C-5
OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Performs general 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 the field: Three or more years of full-time experience in the maintenance of bookkeeping and accounts payable records preferred.
3. Special skills or abilities related to the position: Positive human relations skills. Knowledge of business English, spelling, and punctuation. Knowledge of accounting practices and principles. Knowledge of the Foundation's procedures relating to Endowments. Knowledge of the techniques used in statistical analysis.

Ability to maintain general bookkeeping and accounting records. Ability to establish and maintain effective working relationships with employees and faculty. Ability to perform research relating to accounting records. Ability to comprehend and interpret endowed chair/grant 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 a working relationship with foundation vendors regarding accounts payable.
2. Assist foundation and college personnel with problems and questions related to payables and/or endowments.
3. Prepare and enter accounts payable information on the payables system. Monitor monthly, quarterly and yearly reports.
4. Assist with phone calls and correspondence related to payables and/or endowments.
5. Perform a variety of accounting technician duties relating to reconciliation and reporting.
6. Preparation of manual checks when required.
7. Analyze endowments and projects for the foundation, including budget analysis, maintenance of files, and project status.
8. Monitor endowed chair budgets and assist the endowed chair-holders with fiscal management of the project.
9. Update the college website with endowed chair, grant, and other miscellaneous foundation forms.
10. Process and submit the annual 1099 forms for independent contractors and vendors.
11. Coordinate with the college student services department for Patriot Fund student application and payment processes and monitor the budget. Provide financial reporting as needed.
12. Manage various banking functions such as credit card processing and bank deposits.

(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 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.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- 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: Foundation Office, Ocala

SUPERVISOR OF POSITION: Chief Fiscal Officer, CF Foundation