

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: COORDINATOR - FINANCE SERVICES- AMA

PAY GRADE: P-2

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

Coordinate administrative services at the Appleton Museum of Art including advanced accounting and bookkeeping work and analysis, purchasing and cash needs, and assist in all phases of the management process. The Appleton Museum of Art is hereinafter referred to as museum.

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: Associate's degree required, preferably in a field related to accounting and bookkeeping; Bachelor's degree preferred.
2. Years of experience in field: Three years' experience in the maintenance of bookkeeping and accounts payable records, and/or general financial management required.
3. Special skills or abilities related to position: Positive human relations skills. Knowledge of business English, spelling and punctuation. Strong management skills. Knowledge of accounting practices and principles. Knowledge of procedures relating to loans and grants as applicable to educational and cultural institutions. Knowledge of the techniques used in statistical analysis. Knowledge of basic financial software systems.
4. Ability to maintain complex bookkeeping and accounting records. Ability to establish and maintain effective working relationships with employees and public. Ability to perform researches relating to accounting records. Ability to comprehend and interpret grants budgets and legal requirements. Ability to use common business computer software and to learn financial software systems mandatory for the position.
5. Ability to manage others.

### ESSENTIAL JOB FUNCTIONS:

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

1. Coordinate assigned management responsibilities for the museum.

## ESSENTIAL JOB FUNCTIONS (Continued):

2. Prepare first draft of annual budget for the museum.
3. Prepare and enter accounts payable information on payables system. Maintain purchase order files. Monitor monthly, quarterly and yearly financial reports.
4. Maintain working relationship with museum vendors regarding accounts payable.
5. Assist museum personnel with problems and questions related to payables and/or grants.
6. Prepare manual checks when required.
7. Analyze grants and projects for the museum, including budget analysis, maintenance of files and project status. Monitor monthly, quarterly and yearly reports.
8. Responsible for daily reconciliation and daily deposits for the museum.
9. 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.
10. Function as budget analyst and monitor departmental budgets. Assist museum personnel with fiscal problems and budget questions.
11. Research and compile various reports and financial statistics. Perform evaluations of fiscal projects and management assignments for the supervisor.
12. Work with CF Foundation staff to process and reconcile charitable gifts, including payments from endowments, and process donor thank you letters and receipts.
13. Provide information and guidance on College fiscal policies and procedures for Museum staff.
14. Act as liaison between the College Business and Purchasing Offices and the Museum staff.

(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.
- 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.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:      Appleton Museum of Art

SUPERVISOR OF POSITION:      Director of Appleton Museum of Art