COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PROPERTY & PLANT FUND ACCOUNTANT
PAY GRADE: P-8
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 college or university with a bachelor’s degree in Accounting and/or sufficient job related experience in the accounting field required.

2. **Years of Experience in field**: Two years experience in accounting is required, including experience maintaining inventory records.


   Ability to plan and organize work in accounting, 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 public. Ability to move freely about the work area and carry "work in process" from one desk or office to another. Ability to express one's self clearly orally and in writing.

   Sufficient dexterity to operate standard office equipment and make minor adjustments.

2007-05-01 - Reclassification - replaces Property Maintenance Specialist
ESSENTIAL JOB FUNCTIONS:

1. Maintain ledger and budgetary control accounts and various journals for two funds, Unexpended Plant and Renewals/Replacement Fund and Investment in Plant Fund.

2. Participate in the preparation of regular and special financial and statistical reports. Assure adequate control of property and physical plant by controlling the recordkeeping functions and scheduling, coordinating and reconciling physical inventories and plant subsidiaries.

3. Prepare journal entries. Operate and maintain property control systems to assure appropriate records for tangible property and physical plant owned by the College. Participate in the transfer, survey and physical inventory of tangible property.

4. Prepare various schedules and notes required for preparation of the college’s annual financial reports.

5. Other duties as assigned by Controller.

(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.
♦ Heavy (45 pounds and over) lifting and carrying.
♦ Reaching, climbing, walking, standing, kneeling, bending, & stooping.
♦ 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.
♦ Ability to access input and retrieves information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in various weather conditions. In or with moving vehicles and/or equipment.

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

PRIMARY LOCATION OF JOB: Building 1 (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: Controller