

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: PROPERTY AND PLANT FUND ACCOUNTANT

PAY GRADE P-1

OVERTIME STATUS: Exempt

### MAJOR RESPONSIBILITY:

To provide professional accounting work covering the maintenance of accounts and the expenditure control phases of fiscal transactions.

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: 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' full-time experience in accounting is required, including experience maintaining inventory records.
3. Special skills or abilities related to position: Knowledge of accounting and expenditure control systems. Knowledge of modern office procedures and equipment. Knowledge of accounting techniques. Knowledge of custodial practices and procedures. Knowledge of shipping, receiving, record keeping, inventory control and disposition procedures. Knowledge of state laws and regulations.

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.

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 supervisor.

(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 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: Assistant Vice President for Finance