

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ACCOUNTANT I

PAY GRADE P-1

OVERTIME STATUS: NON-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: High school diploma required. Graduation from an accredited four-year college or university with a degree in accounting is preferred.
2. Years of Experience in the field: One year of experience in accounting is preferred.
3. Special skills or abilities related to the position: Knowledge of accounting and expenditure control systems. Knowledge of modern office procedures and equipment. Knowledge of accounting techniques.

Ability to plan and organize work in accounting, to prepare financial and statistical reports. Ability to detect and correct errors in accounting records. Ability to establish and maintain good working relationships with fellow employees, college officials, and the general public. Ability to sit at a desk and work steadily for extended periods. 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.
2. Participate in the preparation of regular and special financial and statistical reports.
3. Prepare journal entries. Assist with registration.

(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 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.

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment.

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

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG. 1

SUPERVISOR OF POSITION: DIRECTOR OF STUDENT ACCOUNTS OR DESIGNATED DEPARTMENT SUPERVISOR