

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ACCOUNTANT II

PAY GRADE P-2

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 four-year college or university with a bachelor's degree required. Bachelor's degree in Accounting or Business Administration preferred.
2. Years of Experience in field: Two years' full-time accounting experience required with one year being in government accounting preferred.
3. Special skills or abilities related to position: Knowledge of government accounting, auditing and expenditure control systems and procedures. Knowledge of office practices, procedures and equipment as applied to the maintenance of government accounting systems. Knowledge of accounting techniques. Knowledge of the applicable laws, regulations, procedures and processes governing the receipt, custody and expenditure of monies.

Ability to plan and organize and supervise the work of professional, sub-professional and clerical accounting personnel. Ability 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 general public. Ability to express one's self clearly, orally and in writing.

ESSENTIAL JOB FUNCTIONS:

1. Insure that all receipts are posted to the proper accounts. Insure that all expenditures are properly recorded.
2. Participate in the preparation of regular and special financial and statistical reports.
3. Assist cashiers with registration and system problems when needed.
4. Assist in balancing monthly bank statements when necessary. Prepare budget amendments both internal and state required.
5. Post financial information for the college's moveable property inventory.
6. Provide and/or approve journal entries including the liquidating entries on each payroll. Responsible for the proper encumbrances of salaries.
7. Responsible for proper encumbrances for all vendor purchase orders.

(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: Building 1 (Administration), Ocala Campus

SUPERVISOR OF POSITION: Assistant Vice President for Finance or Designated Department Supervisor