

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ACCOUNTING SPECIALIST I

PAY GRADE: C-3

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To perform advanced clerical and accounting work in compiling, maintaining and verifying statistical, fiscal and bookkeeping records and accounts.

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 or equivalent required. Prefer associate's degree and/or additional training beyond high school, in a field related to accounting or bookkeeping.
2. Years of experience in field: One or more years of experience in bookkeeping and/or the maintenance of fiscal records preferred.
3. Special skills or abilities related to position: Positive human relations skills. Knowledge of bookkeeping principles and procedures. Ability to apply knowledge to accounting transactions. Knowledge of office methods and procedures. Knowledge of regulations relative to financial records.

Ability to perform work involving written or numerical data. Ability to make mathematical calculations rapidly and accurately. Ability to type with accuracy. Ability to operate data entry equipment. Ability to work with minimal or no supervision.

ESSENTIAL JOB FUNCTIONS:

1. Audit invoices and reports for accuracy of extensions, quantity, and material ordered. Initiate correspondence or call to rectify discrepancies in invoices and receiving reports.

ESSENTIAL JOB FUNCTIONS (continued):

2. Process requests for payment to vendors. Determine that all appropriate paperwork has been processed.
3. Input a variety of accounting data into a computer. Input budget amendments, accounts receivable, expenditures and journal vouchers. Balance input with transaction reports, and worksheets.
4. Reconcile reports and statistical calculations. Maintain computerized inventory reports, records, and perform disposition.
5. Review, process, and disseminate travel requests, maintain correspondence, project files, and transaction logs for college travel.
6. Maintain records of college monies, investments, accounts and notes receivable. Verify money received with transaction reports.
7. Prepare or direct the preparation of checks for disbursement. Process checks for payment to vendors, students, etc.

(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 Supervisor