

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: BUSINESS ACCOUNTS COORDINATOR
PAY GRADE P-11
OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To coordinate and supervise the work of the Accounts Receivable and Accounts Payable and Travel operations of the Business Office.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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: Bachelor's degree required in business or business related field.
2. Years of Experience in field: Five years accounting experience required with three years of government accounting experience in accounts payable operations preferred.
3. Special skills or abilities related to position: Knowledge of government accounting, and expenditure control systems and procedures. Knowledge of office practices, procedures and equipment as applied to the maintenance of government accounting systems. Knowledge of managing business accounts in an educational institution with related accounting techniques. Knowledge of the applicable laws, regulations, procedures and processes governing the receipt, custody and expenditure of disbursements.

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.

Revised 05/01/15 – Reclass
Revised 01-26-15 – changed from Non-Exempt to Exempt
Revised 12-18-14
Revised 02-28-14
New 10-16-10

ESSENTIAL JOB FUNCTIONS:

1. Insure that all invoices are posted to the proper accounts and all expenditures are properly recorded and documentation maintained.
2. Responsible for ensuring accounts payable information, and accounts receivable billings for vendors entered onto payables/receivables system is completed timely and error free.
3. Compiling vendor invoices and support documentation for payment requests and managing the posting of payments, refunds and adjustments to third party billing accounts to ensure timely payments and paid in full status.
4. Maintain working relationship with College vendors regarding accounts payable/receivables.
5. Responsible for the processing and proper recording of purchasing card expenditures.
6. Assist College personnel with problems and questions related to payables and/or receivables.
7. Assist with phone calls and correspondence related to payables and/or receivables.
8. Analyze accounts and projects for the College, including budget analysis, maintenance of files and project status. Monitor monthly, quarterly and yearly reports.
9. Participate in the preparation of regular and special financial and statistical reports as well as review of Vendor contracts for commissions.
10. Assist College personnel with budgetary problems concerning their department's P-cards, purchase orders and requisitions.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

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 accommodation 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 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

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PHYSICAL DEMANDS: (continued)

- Ability to access, input, and retrieve information from a computer or other electronic device
- 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: Founders Hall, Business Office, Ocala Campus

SUPERVISOR OF POSITION: Assistant Vice President for Finance

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