

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR - FINANCE SERVICES- AMA

PAY GRADE: P-10

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Coordinate administrative services at the Appleton Museum of Art including advanced accounting and bookkeeping work and analysis, purchasing and cash needs, and assist in all phases of the management process. The Appleton Museum of Art is hereinafter referred to as Museum.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associate degree required, preferably in a field related to accounting and bookkeeping; Bachelors degree preferred.
2. Years of experience in field: Three years of experience in the maintenance of bookkeeping and accounts payable records, and/or general financial management required.
3. Special skills or abilities related to position: Positive human relations' skills. Knowledge of business English, spelling and punctuation. Strong management skills. Knowledge of accounting practices and principles. Knowledge of procedures relating to loans and grants as applicable to educational and cultural institutions. Knowledge of the techniques used in statistical analysis. Knowledge of basic financial software systems.
4. Ability to maintain complex bookkeeping and accounting records. Ability to establish and maintain effective working relationships with employees and public. Ability to perform researches relating to accounting records. Ability to comprehend and interpret grants budgets and legal requirements. Ability to use common business computer software and to learn financial software systems mandatory for the position.
5. Ability to manage others.

ESSENTIAL JOB FUNCTIONS:

May be assigned to perform a combination of the following tasks to support specific office functions:

1. Coordinate assigned management responsibilities for the Museum.
2. Prepare first draft of annual budget for the Museum.
3. Prepare and enter accounts payable information on payables system. Maintain purchase order files. Monitor monthly, quarterly and yearly financial reports.
4. Maintain working relationship with Museum vendors regarding accounts payable.
5. Assist Museum personnel with problems and questions related to payables and/or grants.

ESSENTIAL JOB FUNCTIONS (Continued):

6. Prepare manual checks when required.
7. Analyze grants and projects for the Museum, including budget analysis, maintenance of files and project status. Monitor monthly, quarterly and yearly reports.
8. Responsible for daily reconciliation and daily deposits for the Museum.
9. Assist the custodian of projects with narratives, forecasts, state contracts or fiscal management of their project. Meet with administrators relating to project projections and progress.
10. Function as budget analyst and monitor departmental budgets. Assist Museum personnel with fiscal problems and budget questions.
11. Research and compile various reports and financial statistics. Perform evaluations of fiscal projects and management assignments for the supervisor.
12. Work with CF Foundation staff to process and reconcile charitable gifts, including payments from endowments, and process donor thank you letters and receipts.
13. Provide information and guidance on College fiscal policies and procedures for Museum staff.
14. Act as liaison between the College Business and Purchasing Offices and the Museum staff.

(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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Appleton Museum of Art, Ocala

SUPERVISOR OF POSITION: Museum Director