

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: FOUNDATION ACCOUNTANT III

PAY GRADE: P-11

OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

To perform advanced professional accounting work covering investment accounting, account maintenance, audit and financial reporting of a large operating unit.

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: 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: Three years 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 the applicable laws, regulations, procedures and processes governing the receipt, custody and expenditure of monies.

Ability to plan, organize and supervise the work of professional, sub-professional and clerical accounting personnel. Ability to prepare financial and statistical reports. Ability to establish and maintain effective working relationships with employees and the general public.

ESSENTIAL JOB FUNCTIONS:

1. Liaison for projects involving investments, banking activities and state agencies.
2. Balance monthly bank statements and investment account statements to the general ledger, perform related journal entries.
3. Perform monthly journal entries and quarterly allocations of investment earnings, reinvestment fee transfers and investment advisor fee invoices to approximately 400 endowments using Financial Edge allocation software.
4. Request/Monitor quarterly Gift Annuitant payments and Appleton endowment payments to the college.
5. Perform 'Due To'/'Due From', reconciliation by fund, making appropriate bank transfers and related journal entries.
6. Prepare various annual reports; State Match, FL Dept. of State Evidence of Good Standing, Solicitation of Contributions, Office of Insurance sworn statement, Federal Endowment Challenge program financial report.
7. Prepare national benchmarking VSE, NACUBO and CASE IRF annual surveys, plus others requested by the Chief Fiscal Officer or Executive Director.
8. Complete year end closing tasks an assigned audit procedures including confirmations, investment schedules and notes, CRT calculations, year-end journal entries, Component Unit data for College AFR, various other financial schedules and reports.
9. Perform monthly journal entries, financial reporting, College Square Apartment financial report/line of credit maintenance, PCC monthly report and various other accounting duties.

(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 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: Foundation Office, Ocala Campus

SUPERVISOR OF POSITION: Chief Fiscal Officer - Foundation