

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: FOUNDATION ACCOUNTANT III – CF FOUNDATION

PAY GRADE: P-3

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 "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 is required. Bachelor's degree in Accounting or Business Administration preferred.
2. Years of Experience in the field: Three years' accounting experience required with one year being in government accounting preferred.
3. Special skills or abilities related to the position: Knowledge of governmental and non-profit 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 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, and other annual reports.
7. Prepare national benchmarking surveys, plus others requested by the Chief Fiscal Officer or the Chief Executive Officer.
8. Complete year-end closing tasks on 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 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.)

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 essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- 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.
- Ability to access file cabinets for filing and retrieval of data

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 – CF Foundation