

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MANAGER - ACCOUNTING

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To manage the college's fiscal operations, including supervision of staff, assistance with all types of fiscal transactions and to monitor, review and report on the college's fiscal condition to assure that the college's objectives and goals are met efficiently and economically.

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 in accounting or finance-related field required along with Certified Public Accountant (CPA) designation or master's degree preferred.
2. Years of experience in the field: Four years' accounting experience required with one year in a supervisory capacity preferred. Experience should include governmental, not-for-profit or higher education accounting, preferred.
3. Special skills or abilities related to position:
 - Knowledge of modern office practices, procedures and equipment and software as applied to accounting systems.
 - Knowledge of accounting and expenditure control systems and procedures.
 - Ability to plan, organize, supervise and evaluate the work of a group of professional and career service accounting personnel.
 - Ability to communicate effectively orally and in writing.
 - Ability to prepare financial and statistical reports.
 - Ability to establish and maintain effective working relationships with employees at all assignment levels, and the general public.

ESSENTIAL JOB FUNCTIONS:

1. Supervise and participate in the preparation of regular and special financial and statistical statements and reports, including those required during the annual audit and year-end closing process.
2. Plan, organize, review, supervise and evaluate the work of the college's accounting staff engaged in maintaining general ledger, budgetary control accounts and various subsidiary ledgers.
3. Design and develop accounting forms, controls, systems and procedures to promote more effective and efficient operations with the college office.
4. Exercise expenditure controls.
5. Respond to questions regarding situations which raise policy questions which do not follow prescribed patterns and procedures.
6. Provide day-to-day oversight of the college's investments including monitoring performance and distribution of new inflows of cash consistent with maintaining the target asset allocation percentages set forth in the college's investment policy.
7. Supervise recordkeeping for accounts payable, receivables, and travel expenditures.
8. Assist with annual preparation of the college's operations budget.
9. Prepare responses to the college's auditors' questions.
10. Supervise maintenance of the college's fixed asset schedule.
11. Coordinate the preparation of profit and loss reports for various revenue producing departments on campus.
12. Assist with other duties as assigned by supervisor.
13. Periodic overnight travel for college business meetings required.

(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:

- Work inside in an office environment

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

PRIMARY LOCATION OF JOB: Building 1, Ocala Campus

SUPERVISOR OF POSITION: Assistant Vice President of Finance