Job Title: Accountant  
Reports to: Director of Finance  
Level: 211  
Position Class:

Job Summary:
This position is responsible for advanced accounting activities related to the financial management of the College.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Performs cash analysis by establishing the College’s cash needs including the generation of wire transfers with the College bank and the State Board of Administration in Tallahassee.

2. Approves/disapproves all encumbrances, purchase requisitions, and invoices.

3. Verifies proper fund/organization/account numbers on all payroll authorizations, contracts, consultant forms, travel vouchers, and mileage logs.

4. Reconciles State Board of Administration investment account to ledger balances.

5. Distributes budget amendments on data input forms for date entry.

6. Verifies the integrity of daily Banner feed to Finance reports and identifies discrepancies.

7. Provides input for data entry by accounting technician and training/assistance to Banner users.

8. Balances payroll at end of month to assure accuracy between accounting payroll records.

9. Prepares monthly transfer of ownership entries to insure positive cash balances in each fund.
10. Updates Banner authorizations for employees to view or access accounting information.

11. Prepares monthly journal entries for mailroom, central services, mailing requests, and bookstore charges for each department, as charged.

12. Researches and reports all abandoned property to the Bureau of Unclaimed Property, Department of Financial Services, annually, after conducting an in depth search for all recipients of stale-dated uncashed checks.


15. Prepares fiscal year-end list of accounts payable for all unpaid travel vouchers, mileage logs, and SPD activity.

16. Assists College staff in the use of “Web for Finance.”

17. Recommends priorities to the accounting technician, accounts payable, purchasing, and cashiering to ensure smooth operation of the Finance function.

**Job Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree in accounting from an accredited university and two or more years of related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.
• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstracts and concrete variables. Ability to work formulas, scientific equations, graphs, and musical notes.

• **Computer Skills:**
  Advanced knowledge of spreadsheet and report writing software. Working knowledge of AS400, web development, College database, College email, and internet software.

• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Responsible for reviewing all departmental submissions to ensure that they are within budget. Balances cash account daily and orders or invests money as needed. Approximate value of investment account is $13,000,000.

**Responsibility for Communication:**
• **Internal Contacts:**
  This position has routine contact with all College faculty and staff.

• **External Contacts:**
  This position has frequent contact with State Board of Administration in Tallahassee, FL., regarding daily cash needs. This position has occasional contact with external auditors.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**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.

While performing the duties of this job, the employee is regularly required to sit, use manual dexterity and communicate. The employee is occasionally required to walk, reach with hands and arms, and stoop, kneel, crouch, or crawl, and lift and/or move up to ten pounds. The vision requirements include the need for close, distance, color, and peripheral vision, depth perception and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:
1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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