State College of Florida, Manatee-Sarasota
Job Description

Job Title: Accounting Supervisor

Reports to: Director, Finance
FLSA Status: Exempt
Level: 211
Position Class: P9953

Job Summary:
Supervises and coordinates activities of workers engaged in cashering for payment and business office. Verifies duties to obtain and record financial data for use in maintaining accounting and statistical records by performing the following duties.

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. Compiles composite reports from individual reports of subordinates required by management or government agencies.

2. Supervises and participates in preparing and auditing materials requiring analysis of supporting documents and insures that all entries are entered into the system properly.

3. Identifies and resolves problems and inconsistencies, determining appropriate corrective procedures.

4. Communicates and coordinates accounting policies, practices, and procedures with department and company managers and officials, vendors, reporting agencies, clients, customers, and the public.

5. Determines work procedures, prepares work schedules, and expedites workflow. Studies and standardizes procedures to improve efficiency of subordinates.

6. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

7. Provides coaching/training and disciplinary actions of staff as required.
8. Responds to inquiries and complaints from various constituents and adjusts errors and complaints as necessary.

9. Provides back-up for work of subordinates as necessary.

**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:**
  Associate’s degree or equivalent from two-year college or technical school and two or more years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One or more years of experience as a supervisor, with responsibility for hiring, firing, and assigning work, training new employees, and assisting others with problems, is required.

- **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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **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 abstract and concrete variables. Ability to work with formulas, graphs, etc.

- **Computer Skills**
  To perform this job successfully, an individual should have knowledge of word processing, spreadsheet, internet, and database software and Contact Management systems.

- **Certificates and Licenses**
  The job requires a person be bonded.

**Responsibility for People and Property:**
The job requires the supervision of a small number of people.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has routine contact with all levels of College staff and students.
- **External Contacts:**
  Position has frequent contact with banks.

**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 usually 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, reach with hands and arms, and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk, climb or balance and stoop, kneel, crouch, or crawl. Vision requirements include close, distance, color, peripheral, depth perception and 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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