State College of Florida, Manatee-Sarasota
Job Description

Job Title: Accounting Technician II
Reports to: Director of Finance/Controller
FLSA Status: Non-Exempt
Level: 117
Position Class: C9993

Job Summary:
Creates, monitors, records and provides detailed data entry for various Accounting functions 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 and sorts documents, such as invoices, payments, etc., substantiating business transactions.

2. Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases. Reconciles and reports discrepancies.

3. Compiles reports from individual reports of subordinates required by financial institutions, management and governmental agencies.

4. Identifies and resolves problems and inconsistencies with payments from students, third party payers, and other accounts; and determines appropriate corrective procedures.

5. Collects fees and payments; computes and records charges and refunds; has full authority to adjust charges and records in compliance with Florida Statutes.

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

7. Determines work procedures, prepares work schedules and expedites workflow for the registration fee payment area of the cashiering office.
8. Reconciles general ledger accounts with various registration reports.

9. Assists staff, vendors, and students by answering questions related to accounts, procedures and services.

10. Provides support to Director of Finance/Controller, Accounting Supervisor, or other finance supervisors as required.

11. Assigns duties and provides training/coaching for various College staff regarding accounting processes and procedures.

12. Acts as supervisor to other related Accounting staff.

13. Supervises and participates in preparing and auditing materials requiring analysis of supporting documents and insures that all information is entered into the system properly.

**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 from two-year college or university 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, scheduling, 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, scientific equations, graphs, musical notes, etc.
• **Computer Skills:**
  To perform this job successfully, an individual should have knowledge of word processing, spreadsheet, internet, database, and e-mail software. Must become proficient with current College database within three months of hire.

• **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, State Departments, State Auditors, general public, and students.

**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. Specific vision abilities required by this job include close vision, distance vision, color 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. **Service Excellence:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:
RESPECTFUL
Act in a courteous manner
Actively listen to gain full understanding
Demonstrate awareness of “everything speaks”
Show empathy and caring

RESPONSIVE
Approach people in an inviting and pleasing manner
Take ownership of actions and decisions
Plan, anticipate, and be forward thinking
Answer and return phone calls and emails
Use proper communication etiquette
Banish the phrase “not my job”
Provide assistance to all inquiries and follow through

ACCURATE
Do it right the first time
Be knowledgeable of product and how it interfaces with others
Ask probing questions
Use resources effectively and efficiently

COLLABORATIVE
Participate in teams
Develop team skill sets
Learn available resources to be responsive to your constituents
Develop internal and/or external connections

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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Budget Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director, Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>