State College of Florida, Manatee-Sarasota
Job Description

Job Title: Specialist – Finance PT
Reports to: Director, Finance
FLSA Status: Exempt
Level: 211
Position Class:

Job Summary:
Compiles, reconciles, coordinates and records various data for the accounting and payroll function 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 complex spreadsheets from payroll records for all employee benefits.

2. Reconciles payroll benefits from spreadsheets to finance records and prepares reports of discrepancies.

3. Coordinates and communicates with relevant payroll, human resource and accounting personnel to correct past discrepancies and correct records to prevent future discrepancies.

4. Identifies and resolves problems and inconsistencies with benefit calculations for employees, retirees and past employees and determines appropriate corrective procedures.

5. Has full authority to make adjustments to financial records as appropriate with regard to benefits.

6. Assists Payroll Department with the filing of all Federal and State tax returns and reports as needed.

7. Provides support to Director of Finance and Coordinator of Financial Services as required.

8. Assigns duties and provides training/coaching for various College staff regarding accounting processes and procedures with regard to the balancing of payroll benefits with finance.

9. Provides information, schedules and reports for and discusses same with both internal and State auditors with regard to payroll benefits and related financial records.
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, finance or business preferred. Bachelor’s degree in any discipline with minimum of six years of relevant accounting experience will substitute.

- **Relevant Experience:**
  Two years of experience with Banner Finance preferred. Experience with Banner HR/PR module a plus. Advanced Lotus or Excel spreadsheet experience required.

- **Language Ability:**
  Ability to read, analyze and Interpret scientific and technical journals, financial reports, and legal documents. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to technical questions and/or complaints from College leadership, groups of managers, clients, customers, regulatory agencies 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 situations.

- **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:**
  Certified Public Accountant is desired.

Responsibility for People and Property:
The job requires no supervision of people.

Responsibility for Communication:

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

- **External Contacts:**
  Position has routine contact with internal and state auditors, Federal and State taxing authorities, payroll vendors, general public, and employees.
**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 routinely required to use manual dexterity and talk or hear. The employee is frequently required to stand, walk, sit, reach with hands and arms, and lift up to 10 pounds. Specific vision requirements include close, distance, color and peripheral vision, 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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<tbody>
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<td>Preparing Manager</td>
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