State College of Florida, Manatee-Sarasota  
Job Description

Job Title: Accounting Clerk III  
Reports to: Bursar  
FLSA Status: Non-exempt  
Level: 113  
Position Class: C9994

Job Summary:  
Perform cashiering duties which include accepting and properly recording student fee payments. Requires excellent customer service skills with attention to problem solving and communication. Assists the Manager with maintaining records and student/employee/vendor accounts. Assists Accounting Supervisor with stop pay and financial/accounting 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. Handles and is responsible for large sums of cash daily, makes change, prepares receipts, or disburses checks, and prepares and reconciles records of amounts received and disbursed through the cashiering session.

2. Analyzes and resolves any discrepancies in daily balancing of cash, credit card transactions, and/or vendor transactions.

3. Reviews travel authorizations to insure they are complete and that all calculations are accurate.

4. Assigns routine transaction codes by referring to lists, manuals, or other reference sources.

5. Assists students/employees/vendors in resolving account issues such as refunds, financial aid issues, travel reimbursement, vendor payments, check and credit card denials. Communicates new procedures to constituents in person when appropriate, as well as through displays, phone and written correspondence.

6. Develops, calculates, maintains, updates or compiles accounting records and information for various transactions and prepares reconciliation to replenish funds as appropriate. Checks budgets and disburses funds to requesting party.
7. Compiles and analyzes financial data and prepares reports for external vendors as required.

8. Trains employees in other departments in processes and procedures for financial function, and/or use of College financial data process system.

9. Prepares invoices, processes checks and direct deposit vouchers and handles disbursement of above.

10. Performs other duties as assigned.

**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:**
  High school diploma or general education degree (GED) and three (3) years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  This job requires no supervisory experience.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

- **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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  To perform this job successfully, an individual should have knowledge of word processing, spreadsheet, Internet, database and e-mail software. Proficiency with current College database, e-mail and other required software essential within three months of hire.

- **Certificates and Licenses:**
  No certifications needed.

**Responsibility for People and Property:**

The job has no responsibility for people or property.
Responsibility for Communication:

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

- **External Contacts:**
  Position has frequent contact with vendors and or general public.

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 the 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.

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<th>Title</th>
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