State College of Florida, Manatee-Sarasota
Job Description

Job Title: Coordinator, Financial Services
Reports to: Associate Vice President, Finance
FLSA Status: Exempt
Level: 212
Position Class:

Job Summary:
This position is responsible for advanced accounting activities related to reports and analysis for the financial management process 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. Assists the Vice President, Business & Administrative Services, and Associate Vice President, Finance in preparing reports and performing analysis.

2. Prepares the following: budget amendments for presentation to Board of Trustees and data input by staff, monthly, quarterly and annual reports required for the various grants at the College, prepare current expenditure reports for cash reimbursements, various required state reports, including IPEDS Finance Survey and Personnel Data Base Finance Detail, financial reports/spreadsheets requested monthly by internal auditors and periodically by state auditors.

3. Compiles reports and performs analysis for capital improvement funds requests and reports expenditures to date for appropriate capital projects.

4. Reports encumbrance authority and requests for cash distribution, monthly report to state and report for internal requirements.

5. Conducts periodic analysis of departmental budgets as required.

6. Performs monthly reconciliation of all cash activity and bank statements.

7. Requests cash distributions for Pell, SEOG, and Federal Work Study Programs.

8. Monitors and assists in the preparation of budget and financial reporting for METV activity.
9. Insures that all payrolls are prepared in a timely manner and all payroll reports are filed when due. Conducts reconciliation of all payroll liabilities.

10. Assists in the preparation of annual budgets for all departments and the Annual Financial Report including spreadsheet preparation/analysis and computerized forms filed with the State.

11. Coordinates closing books at the end of the fiscal year involving adjusting the books from cash to accrual and other required year-end entries.

12. Responsible for the supervision of payroll staff.

**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 from an accredited university, and two or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  More than two years of direct supervisory experience, including formal training in supervision.

- **Language Ability:**
  Ability to read, analyze and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies or members of the community.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. 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, and musical notes.

- **Computer Skills:**
  Advanced knowledge of spreadsheet software. Knowledge and experience in the financial and payroll systems. Department of Education E-Grants program and state programs for PECO requests preferred. Knowledge and experience in all Banner programs as well as AS400.
• **Certificates and Licenses:**
  CPA is preferred.

**Responsibility for People and Property:**
Supervises Payroll staff; also the Cashiering and Accounting staff in the absence of the Associate Vice President, Finance.

Trains staff to utilize financial spreadsheets and to utilize and retrieve data from Banner System.

Assists in the development of the College’s annual budget. Monitors all budget activity for the College.

**Responsibility for Communication:**

• **Internal Contacts:**
  Routine contact with State College of Florida, Manatee-Sarasota staff.

• **External Contacts:**
  Periodic contact with bank personnel and the Educational Facilities Division of the Division of Community Colleges.

**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 and use manual dexterity. The employee is frequently required to speak or hear, and reach with hands and arms. The employee must occasionally stand, stoop, kneel, crouch, or crawl, and lift and/or move up to 10 pounds. Specific vision requirements include the need for close, distance, color, 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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<td>Preparing Manager</td>
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