State College of Florida, Manatee-Sarasota
Job Description

Job Title: Specialist, Accounting (Foundation)

Reports to: Accountant, State College of Florida, Manatee-Sarasota Foundation/Institutional Advancement

FLSA Status: Non-Exempt
Level: 115
Position Class: C9887

Job Summary:
To assist the Foundation’s accountant with the overall financial management of the foundation.

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. Responsible for maintaining subsidiary ledgers including cash disbursements, accounts payable, accounts receivable using Financial Edge accounting software. Electronically enter accounts receivables and payables, including credit card deposits; invoices; budget amounts.

2. Assists the accountant with the preparation of various reports and analyses as they become necessary.

3. Provides clerical support as a secondary audit of payment documentation insuring each payment matches and has sufficient supporting detail prior to its entry into the accounting system.

4. Prepare financial statements including balance sheet and income statement, cash flow and investment analysis and financial statement for benefactor stewardship reports.

5. Prepare individual account statements for on-campus account signatories (donation and revenue accounts).

6. Assists in maintaining supplementary schedules to support, among other areas, matching grant funds from the State, scholarship payments and enhancement disbursements.
7. Assist with budget and audit preparation. Track scholarship budget allocations by individual scholarship account and electronically track all activity related to Emergency Student Loan Program.

8. Coordinate cash stations for all Foundation special events.

9. Electronically track all activity related to the ACAP, Kamin, Fulfill Your College Dream, Ethics in Business, First Generation in College Scholarships and other grants as required.

10. Prepare and monitor Foundation inventory.

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 six months to one year related experience and/or training; or equivalent combination of education and experience.

  Knowledge and demonstrated experience working with double entry accounting. Experience in not-for-profit fund accounting preferred.

- **Supervisory Experience:**
  No supervisory experience required.

- **Language Ability:**
  Ability to read and interpret documents such as procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of constituents or employees of the organization.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations.

- **Computer Skills:**
  To perform this job successfully, an individual should have advanced knowledge of spreadsheet software and accounting software.
• **Certificates and Licenses:**
  Ability to be bonded through the Foundation’s insurance policy.

  No certifications needed.

**Responsibility for People and Property:**
In the case of special events, the Accounting Specialist will interface with volunteers who work at check-in/gate, while overseeing cash box.

The Accounting Specialist is responsible for petty cash, event cash boxes.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with administrators and/or account signatories on a regular basis.

• **External Contacts:**
  This position has routine contact with benefactors, vendors, and auditors.

**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 is usually moderate as in a general office environment.

**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 use manual dexterity. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. 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. Knowledge of the college’s mission, purpose, 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 with changes noted above and approved by the leaders whose signatures appear below.

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