



## Classification Description

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**Job Title: Accountant II**

**Pay Grade: 113**

**Job Code: 3806**

**FLSA Status: Exempt**

### **Job Purpose**

This is responsible, professional work requiring the application of generally accepted accounting principles to a variety of fiscal transactions. This position performs technical and professional accounting activities including account reconciliations, processing entries into the College's accounting system as well as the preparation, maintenance, and review of ad hoc and fiscal reports. This position may be assigned to an area of specialized work, and may support one or a combination of support areas, as assigned.

### **General Responsibilities**

#### **Essential Functions**

Performs reconciliation of the various College and Collegiate High School bank accounts and general ledger accounts. Completes by monthly deadline and ensures work papers and supporting documentation are in accordance with departmental standards.

Completes financial and operational transactions to the general ledger as assigned by Director.

Researches accounts when out of balance. Communicates with bank, IT, College staff, etc. in order to resolve problems. Advises Director promptly when assistance with problem resolution is needed.

Evaluates transactions and records to the general ledger as necessary to ensure that financials are accurate and complete.

Develops and maintains internal spreadsheets to assist in reconciliation process and to provide supporting documentation, as needed.

Assists Director with quarterly and/or year-end financial statements, management discussion and analysis and notes to financial statements.

Prepares and distributes reports and provides analysis/support as needed to staff and Director. Completes ad hoc projects as assigned by Director.

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Maintains in-depth knowledge of IRS regulations, Florida Statutes, Florida Administrative Code, Accounting Manual for the Florida College System, AICPA, GASB and NACUBO laws, rules, regulations, standards and guidelines, as appropriate.

Represents Office of Financial Services, as appropriate. May be required to serve on various College committees, as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education in accounting, or business administration with emphasis in accounting.

Three (3) years full-time professional, progressively responsible experience in accounting, with an emphasis on reconciliations, to include one (1) year full-time professional work as Accountant I in FSW's Office of Financial Services. Appropriate combination of education and experience may be substituted.

Possess strong analytical skills, deadline-, solution- and detail-oriented with ability to work independently and multi-task.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.

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- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 4, 2019. Revised: March 10, 2021, April 7, 2021, and November 30, 2021.  
Revised: July 1, 2023.