



## Classification Description

---

**Job Title: Accountant I**

**Pay Grade: 110**

**Job Code: 3661**

**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 requires solid accounting skills for reconciling accounts, processing entries into the College's accounting system and reviewing fiscal reports.

### **General Responsibilities**

#### **Essential Functions**

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

Reviews incoming bank deposits and records in GL System or notifies appropriate personnel to record the deposit.

Researches accounts when out of balance. Communicates with bank, IT, college staff, etc. in order to resolve problems.

Monitors and records scholarships including, but not limited to, Pell, Federal Direct Loans, Federal Work Study, SEOG, Financial Aid Fee and Institutional Funds.

Prepares monthly budget to actual reports for scholarship funds and advises supervisor on drawing funds as necessary from G5.

Prepares journal entries and enters data into the general ledger system.

Processes new club account requests. Prepares appropriate paperwork and completes journal entries.

Processes club check requests, ensuring funds are available and proper signatures are obtained.

Reviews fund balances for each fund type to ensure proper fund balance. Researches abnormal balance accounts and makes recommendations to adjust balance.

## ACCOUNTANT I

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

Assists travel specialist with travel authorization and/or expense reimbursement requests.

Maintains in-depth knowledge of IRS regulations, Florida Statutes, Florida Administrative Code, AICPA, GASB and NACUBO laws, rules, regulations, standards and guidelines.

Represents Office of Financial Services and may be required to serve on various College committee's 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 in accounting from a regionally accredited institution of higher education in accounting.

Two (2) years progressively responsible experience in accounting, with an emphasis on reconciliations. Experience may be substituted for education on a year-for-year basis.

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.
- Exhibit solid organizational skills and be detail oriented.

## ACCOUNTANT I

- 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: July 6, 2016. Revised: February 22, 2018 and July 1, 2023.