



Classification Description

Job Title: Fixed Asset/Construction Accountant

Pay Grade: 113

Job Code: 3992

FLSA Status: Exempt

Job Purpose

This is responsible, professional work requiring the application of generally accepted accounting principles and practices to include fixed asset accounting. This position processes, monitors, analyzes and reconciles fixed assets, leases, bonds and construction related transactions in the College's accounting system and conducts inventory of fixed assets. 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

Maintains the fixed asset subsidiary ledger College-wide. Capitalizes assets that meet the capitalization threshold, and completed construction projects. Sets up depreciation criteria.

Reviews purchase orders for new fixed assets to ensure correct account code is used for items to be purchased. Works with department support staff to correct any account code errors. Ensures the integrity and accuracy of locations, serial numbers, and model numbers for all fixed assets College-wide in the system.

Develops and ensures compliance with the process of tag assignment for new inventory. Creates, assigns and places property tags to items purchased that are required to be inventoried according to College operating procedure.

Ensures all rooms and building locations are kept current in the fixed asset system. Coordinates the room tags for all locations and transferring of inventory items between the department. Ensures the accuracy of the fixed asset system.

Maintains fixed asset depreciation tables ensuring depreciation is accurate and timely. Runs the monthly depreciation process in the accounting system.

Prepares monthly fixed asset and accumulated depreciation reconciliations. Researches and resolves discrepancies.

Oversees and maintains the accounting related to the Colleges leases in accordance with GAAP.

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Evaluates contracts to identify if contract should be considered for a lease. Ensures that proper documentation is maintained. Records all lease related entries and prepares reconciliations accordingly on a monthly and annual basis, in a timely, accurate and detail-oriented manner.

Maintains the general ledger by construction project, and reviews all accounting treatments for construction projects to ensure proper recording. Reviews construction purchase requests and invoices to ensure budget and cash are adequate, and prepares executive summaries and analyses of facility projects.

Maintains and accounts for required contract retainage balances, and reconciles project subsidiary ledgers to operating and general ledgers.

Monitors construction projects to assure compliance with project guidelines for expenditures. Approves construction related expenditures for accounting accuracy, adequate support and project relevance.

Prepares ledger entries to maintain construction activity.

Analyzes work in process throughout the year to properly manage accounting changes. Capitalizes projects upon completion.

Makes necessary entries in the general ledger to record existing and new bond issues.

Collaborates with Director and Assistant Director regarding Board items related to construction, fixed assets, leases, bond financing, etc.

Plans and executes College's annual physical inventory to ensure that all College inventory is accounted for each year. Prepares a schedule for the inventory, collaborating with campus and department leadership to ensure annual physical inventory is completed timely and notifies supervisor of potential delays.

Develops alternative methods for completing inventory according to the schedule if needed. Assists each budget Administrators and/or support staff during the inventory process. Prepares missing item report for review by each College Administrator. Prepares the final report showing the results of the College-wide annual inventory of fixed assets.

Prepares fixed asset write-off report for Board approval and arranges disposal of Board approved items with external agency. Removes property that has been written-off from the fixed asset system.

Develops and maintains College Operating Procedures and appropriate College forms in relation to fixed assets to ensure compliance with local, state and federal regulations.

Maintains workpapers for audit purposes, and ensuring the auditor requests and questions are answered appropriately, accurately, and timely.

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

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

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, and 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. 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.

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- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- 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: December 14, 2021. Revised: July 1, 2023.