

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION**

ACCOUNTANT IV

FLSA STATUS: NON-EXEMPT – PAY GRADE: 16 - C

GENERAL STATEMENT OF JOB

Employees in this category perform high level full cycle accounting functions, prepare financial and statistical reports and perform reconciliations. Employees in the category can be found in all Finance areas: Bursar, Banking and Investments, General Ledger Reporting, Accounts Payables, Project Accounting, Property Accounting, Finance Security Administration, Payroll, and Foundation Accounting.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Analyze and provide recommendation for revision, enhancements, or implementation of new financial systems for the college and department.

Direct and ensure the maintenance of financial system security and data integrity.

Evaluate and recommend improvements to financial system procedures.

Assist in the development and design of automated financial reporting needed for all internal and external reporting requirements.

Supervise preparation of financial reports, and coordinate enhancements and modifications as mandated by the state and college system.

Prepare accounting reports, schedules and agings used by management.

Work independently on special projects with minimal direction.

Develop and conduct on-going systems training programs; update and modify such as necessary.

Prepare and/or approve complex general ledger journal entries.

Develop financial system schedules for billing, reports, and monthly/annual closing of the accounting system.

Represent the department in revisions, enhancements, and/or implementation of financial systems.

Supervise, instruct and advise support staff on methods and procedures in area of responsibility; provides guidance to staff by referencing policies, rules, regulations or procedures.

Perform complex audits and reconciliations.

Prepare process measurement reports and develops ongoing improvements to streamline processes in their respective areas.

Monitor investment activity, calculates distribution of interest earnings.

Manage daily cash needs.

Audit and ensure data integrity and performs accounting functions required to correct data.

Evaluate potential hires and assists in interviewing and recommending selection of support staff personnel.

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Employee may act in lead capacity over assigned staff or may supervise assigned staff.

MINIMUM QUALIFICATIONS

A bachelor's degree in Accounting, Finance or business related field from an accredited institution supplemented by three (3) years of related experience in accounting or business administration.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

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Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 1997, revised 09/2014