

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2000**

**ACCOUNTING PROJECT COORDINATOR**

**FLSA STATUS: EXEMPT – PAY GRADE: 17 – C**

**JOB FAMILY: FISCAL SERVICES      JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Accounting Project Coordinator performs high level accounting functions in maintaining financial systems, preparing financial and statistical reports, and ensuring proper internal accounting control and data integrity. The individual in this position provides primary accounting interface with the technology department and the software consortium regarding the computerized finance system.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Prepare complex journal entries, and verify, troubleshoot and control the entering of journal entries into the general ledger.

Perform a broad range of fund accounting functions for all designated funds in the accounting system.

Interface with the technology department and the software consortium to facilitate effective use and streamlining of data processing support relating to the general ledger.

Provide computerized accounting system interface and coordination for accounts receivable, payroll, and other functional areas.

Provide professional oversight for and actively participates in the preparation of monthly financial reports for the college.

Provide input and support for the preparation of annual financial reports for the college, as directed by the controller and/or assistant controller.

Prepare State-required accounting reports and various other financial and statistical accounting reports.

Prepare monthly fund contracting status updates and reports, and interface with State officials regarding appropriations and use of funds for construction projects.

Interface with State auditors for FSCJ accounting issues.

Recommend and coordinate the implementation of enhancements to the computerized financial system.

Research and perform balances for the general ledger for encumbrances, commitments, and cash for all accounts.

Review journal entries to assure accuracy and compliance with established accounting principles and procedures.

Evaluate and coordinate approval and implementation of improvements to financial system procedures.

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Monitor and verify the accuracy of finance system data.

Monitor requirements for and orders vendor checks, payroll checks and direct deposits as needed for the cashier's office and the payroll department.

Research Supervisor Journals for transactions that did not post to the general ledger, and ensure follow-up action.

Update student fee schedule tables in the computerized accounting system for the beginning of each term.

Perform other related duties as assigned.

### **SUPERVISION RECEIVED**

Supervision is received from the assistant controller.

### **SUPERVISION EXERCISED**

Supervises assigned accounting staff, and may act in a lead or supervisory capacity in project assignments and/or in the absence of senior accounting staff and administrators.

### **MINIMUM QUALIFICATIONS**

A bachelor's degree in accounting, finance, or business from an accredited institution, supplemented by a minimum of three (3) years of related experience.

### **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.

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**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.

**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).