

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 1996**

**ACCOUNTING SPECIALIST I**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 10 – C**

**GENERAL STATEMENT OF JOB**

Employees in this class perform such duties as reconciling financial record systems and billing/receivables and reviewing financial record systems and billing/receivables vouchers, auditing and inputting hours from time sheets collegewide and submitting journal entries for construction retainage. Position reports to immediate supervisor.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Perform cost analysis and billing to distribute charges.

Respond to inquiries regarding availability of monies, appropriateness of charges and the like.

Balance accounts and prepare statements of conditions; batch and deliver invoices.

Review incoming and outgoing documents for accuracy and completeness, including cash receipts and personnel forms; reconcile in-house collection agency report and collection reports from agencies.

Audit and evaluate disbursement requests for payment; prepare budget and other routine statistical reports.

Initiate processing acquisition forms for supplies, materials and equipment.

Prepare annual reports.

Document authorization and process materials for issuance of financial aid awards.

Sorts, copies, types and mails correspondence and documents as required.

Perform related duties as required.

**SUPERVISION RECEIVED**

Supervision is received from the immediate supervisor.

**SUPERVISION EXERCISED**

Supervision may be exercised over assigned staff.

**MINIMUM QUALIFICATIONS**

A high school diploma or high school equivalency degree and at least two (2) years of related experience.

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### **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.

**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).

Revised 1/5/99; Revised 11/99