State College of Florida, Manatee-Sarasota  
Job Description

Job Title: Senior Accountant  
Reports to: Associate Vice President, Finance  
Level: 213  
Position Class: Exempt

Job Summary:
This position is responsible for performing professional accounting duties of a difficult and responsible nature requiring the application of established accounting principles and practices to a wide variety of financial, technical, managerial and operational accounting and fiscal problems and for managing the activities of small units within the finance department engaged in processing accounting, cashiering and payroll activities as required.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Manages the activities of a small unit engaged in processing accounting documents, maintaining accounting records, preparing accounting statements and reports and other related functions.

2. Prepare key statements such as balance sheets, income statements, source and application of funds statements, notes to financial statements, reports for assuring compliance with laws and regulations affecting expenditure of funds, reports for controlling the budget, and reports on the status of obligations and expenditures.

3. Reconcile various accounts to the general ledger, including, but not limited to, accounts receivable, payroll, benefits, payables, receipts, accruals, deferrals, assets and liabilities.

4. Devise and maintain control and summary accounts and effect reconciliation with subsidiary ledgers and records.

5. Conduct cost comparisons and analysis and develop cost expenditure data for use in budgetary and management analysis and planning.
6. Review practices on the treatment of select transactions or operations and develop uniform criteria for the classification and recording of common activities.

7. Utilize computerized systems in the processing of accounting and financial data.

8. Analyze complex accounting and financial data. Identify and determine causes of discrepancies and recommend corrective action and preventative measures.

9. Analyze accounting and reporting requirements of State and Federal funded programs and establish appropriate monitoring procedures and accounting methods.

10. Devise accounting and fiscal forms and procedures within assigned area of responsibility.

11. Answer non-routine inquiries regarding account balances, codes and accounting policies and procedures.

12. Prepare complex periodic and special accounting statements and reports.

13. Furnish approved information concerning the accounting system to auditors, financial institutions, government agencies and the public.

14. Maintain contact with other college departments to supply accounting and financial data, secure information on operations and problems, and furnish advice on fundamental accounting practices and procedures.

15. Stays current with principles, procedures, practices and theories of accounting and budgeting, Federal, state and local laws, ordinances, codes, regulations and policies affecting accounting and financial systems of the college. Maintains familiarity with the college’s accounting structure, classifications and terminology, as well as research, statistical and forecasting methods used in accounting analysis and management.


17. Supervises department staff as needed upon request of the AVP, Finance.

18. Perform related duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree in accounting, business, finance or related field from an accredited university and three or more years of related experience and/or training; or equivalent combination of education and experience. Experience in governmental accounting is desirable.
• **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems.

• **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

• **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstracts and concrete variables. Ability to work formulas, scientific equations, graphs, and musical notes.

• **Computer Skills:**
  Advanced knowledge of spreadsheet and report writing software; current college database. College email, and internet software.

• **Certificates and Licenses:**
  A valid license to practice as a Certified Public Accountant is required.

**Responsibility for People and Property:**
Responsible for reviewing all related departmental submissions to ensure that they are complete and correct; budgets including state and Federal funds up to $5 million; supervision of departmental staff upon request.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with all College faculty and staff.

• **External Contacts:**
  This position has frequent contact with internal and state auditors, local, state and Federal governmental personnel, and other state college colleagues.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use manual dexterity and communicate. The employee is occasionally required to stand, sit, reach with hands and arms, and lift up to ten pounds. Special vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.
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