State College of Florida, Manatee-Sarasota  
Job Description

Job Title: Specialist II, Accounting  
Reports to: Bursar  
FLSA Status: Non-exempt  
Level: 115  
Position Class: C9994

Job Summary:  
Provides administrative support for the Accounting Office, including accounts payable, grants administration, journal voucher and budget amendment reconciliation and entry. Prepares reports and analyzes data for both internal and external parties. Requires specialized accounting knowledge, good interpersonal skills and a sound understanding of external technological resources required to perform this function. Assists the Bursar and Assistant Bursar with ad hoc reports, maintaining records and in the training of new employees college-wide in financial procedures.

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. Independently compiles and analyzes financial data, and prepares reports for external vendors and state and internal auditors.

2. Prepares invoices for vendor payments and required ACH forms to credit directly to vendor bank accounts.

3. Selects proper transaction codes by referring to lists, manuals, or other reference sources to be used in the preparation of invoices from various college vendors, internal journal vouchers or budget amendments and must be familiar with College chart of accounts to properly code transactions.

4. Develops, calculates, maintains, updates or compiles accounting records and information.

5. Posts financial information where the identification and location of postings may or may not be clearly indicated. Works with various departments to determine the correct posting of financial transactions when presented paperwork is unclear or out of balance.

6. Assists with preparation of department’s budget.
7. Troubleshoots and resolves vendor payment, journal voucher or budget amendment discrepancies by working with both internal college departments and external parties as required.

8. Trains employees in other departments in processes and procedures for financial function, and/or use of College financial data process system.

**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:**  
  Associate’s degree or equivalent from two-year college or technical school and two or more years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**  
  This job requires no supervisory experience.

- **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 or managers, clients, customers and the general public.

- **Math Ability:**  
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **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 abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

- **Computer Skills:**  
  To perform this job successfully, an individual should have knowledge of word processing, spreadsheet, internet, database and e-mail software. Proficiency with current College database, e-mail and other required software essential within three months of hire.

- **Certificates and Licenses:**  
  No certifications needed.

**Responsibility for People and Property:**  
The person in this position will assist with training new college-wide employees in finance.
related procedures.

**Responsibility for Communication:**
- **Internal Contacts:**
  This position has frequent contact with all levels of college staff and/or students.

- **External Contacts:**
  Position has frequent contact with vendors, state auditors and/or general public.

**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 usually 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 the job, the employee is regularly required to sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk, climb or balance and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color and 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. **Service Excellence:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   **RESPECTFUL**
   - Act in a courteous manner
   - Actively listen to gain full understanding
   - Demonstrate awareness of “everything speaks”
   - Show empathy and caring

   **RESPONSIVE**
   - Approach people in an inviting and pleasing manner
   - Take ownership of actions and decisions
   - Plan, anticipate, and be forward thinking
   - Answer and return phone calls and emails
Use proper communication etiquette  
Banish the phrase “not my job”  
Provide assistance to all inquiries and follow through

**ACCURATE**  
Do it right the first time  
Be knowledgeable of product and how it interfaces with others  
Ask probing questions  
Use resources effectively and efficiently

**COLLABORATIVE**  
Participate in teams  
Develop team skill sets  
Learn available resources to be responsive to your constituents  
Develop internal and/or external connections

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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<thead>
<tr>
<th>Title</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Preparing Manager</td>
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<td>Department Budget Manager</td>
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<td>Director, Human Resources</td>
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