

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

ASSISTANT DIRECTOR OF ACCOUNTING

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

FLSA STATUS: EXEMPT – PAY GRADE: 20 – P

GENERAL STATEMENT OF JOB

The Assistant Director of Accounting serves as the departmental main point of contact for all customer service issues related to Foundation Accounts Receivable and/or Accounts Payable, Property Accounting, Finance Security Administration, and General Ledger Reporting or System maintenance as assigned by the Director. Performs accounting functions; develops, implements and monitors procedures to ensure proper internal controls. Depending upon assignment, focuses on Accounts Payable and/or Accounts Receivable.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES *(Depending upon assignment)*

Assists the Director in development, recommendation, design, and implementation of the financial system. Recommends changes/streamlining to processes.

In the absence of the Director, provides leadership and direction for all office staff including selection, training, assigning, and evaluation of work.

Performs high level accounting duties and complex financial analyses; prepares or assists in the preparation of various ad-hoc, monthly, quarterly, and annual financial and auxiliary operations reports, year-end closing, and/or surveys; and ensures timely reporting of accurate data in compliance with all applicable laws, statutes, and regulations, including those related to Foundations and Endowments.

Assists in maintaining the general and subsidiary ledgers and development and refinement of database software. Audits, reconciles, and ensures data integrity; prepares and/or reviews and approves journal entries; and performs accounting functions required to correct or maintain data. Manages the conversion of the financial records management system.

Works independently on special and major projects by compiling and arranging data from diverse sources into report format for decision making purposes.

Manages monitoring of P-Card transactions, approvals, and timely posting of these transactions in the system.

Prepares and generates annual tax reporting documentation for service vendors of the College in accordance with IRS regulations for 1099 and (1042 if a foreign vendor) reporting.

Prepares informational items for the Board of Trustees/Foundation Board of Directors and public records requests related to supplier payments.

Maintains College established payment policies, procedures, and operating manuals, and delivers training sessions to ensure compliance with Statutes and College Procedures.

Oversees capitalized property accounting. Maintains procedures and processes to reconcile capitalized purchases and donations to property additions on an annual basis.

Performs accounting duties supporting the accurate management of Foundation assets used to support student financial aid and scholarship needs.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Director of Advancement Services

SUPERVISION EXERCISED

Supervision is exercised in absence of Director of Advancement Services.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration or Accounting, from a regionally accredited institution supplemented by three (3) years of experience in accounting or business administration and a knowledge of endowment and fund accounting.

PREFERRED QUALIFICATIONS

Property accounting experience, to include at least one (1) year of fund, college, university, and/or governmental accounting and/or experience with PeopleSoft.

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).

Effective: 11/17/23