

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

PROJECT ACCOUNT OFFICER

FLSA STATUS: EXEMPT – PAY GRADE: 20 - P

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Project Account Officer provides budgetary assistance in the development of project grant/contract proposals as needed and provides sound financial management of funded grants and contracts; controls fiscal records and prepares reports in support of college wide grants and contracts.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Prepares and executes project financial statements and reports; is familiar with federal, state and other regulations related to management of grants and contracts.

Assists project directors in budget developments; monitors project expenditures to ensure compliance with applicable rules and guidelines.

Provides accounting controls required by external agencies through budget allocation and classification of expenditures process.

Coordinates prompt and accurate billing, recording and reporting of grant and contract revenues.

Maintains the official fiscal files of records for all grants and contracts; provides guidance and technical assistance to staff involved in the grants and contracts.

Coordinates the audit monitoring visits of funding agencies; provides technical fiscal assistance and control needed for the smooth and efficient operation of grants.

Updates managers on status of accounts.

Reviews disbursement requests and purchase orders processed by grant personnel staff; interprets and advises project managers of agency guidelines.

Checks for accuracy and proper documentation.

Ensures requests for budget modification are in accordance with the terms of the contract; coordinates timely submission of required fiscal and programmatic reports.

Corresponds with agency regarding any additional information that may be needed to complete the task; forecasts cash needs for Florida Department of Education accounts.

Verifies cash wire payments; prepares the SFAP report and requests reimbursement via telephone; processes refunds to grantors.

Assists with Fund II carry forward at year-end and also positions assignments and encumbrances.

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Resolves problem purchases, disbursements and receipts.

Maintains official grant files; type correspondence and copy documents.

Performs related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Requires a Bachelor's degree in business administration/accounting from an accredited college or university supplemented by three (3) years of experience working with grants accounting.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, staff, students, co-workers and supervisors. Must be able to communicate effectively using accounting terminology.

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Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; and to utilize descriptive statistics and college algebra.

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 rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

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). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.