

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

FINANCIAL ACCOUNTING INTERN

FLSA STATUS: NON-EXEMPT – PAY GRADE: 3-C

JOB FAMILY: FISCAL SERVICES

JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Financial Accounting Intern performs accounting and budgetary tasks as directed. Utilizes Microsoft programs to analyze data and present information. Assists with gathering analytical information to determine the performance of the College and/or various divisions of staff within the finance department. Learns the basics of PeopleSoft Finance and queries general financial information to provide accurate responses and input journal or budget entries.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Prepares journal entries, and verifies, troubleshoots, and controls the entering of journal entries into the general ledger related to the daily reconciliation of incoming cash deposits.

Works with Budget Office to prepare and best present the College's budgetary data. Prepares Excel worksheets, verifies against approved budgets, formats for uploads to PeopleSoft, and assists with budget transfers and year-end budget functions.

Performs a range of accounting or budgetary functions as needed during the College's financial year end close. Provides support for the preparation of annual financial reports for the college.

Researches the general ledger for encumbrances, commitments, and cash for all accounts as directed.

Reviews journal entries to ensure accuracy and compliance with established accounting principles and procedures.

Performs accounting duties supporting accurate student financial aid services information.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the AVP for Administrative Services and the Associate Director of Budgets and Auxiliary Services.

SUPERVISION EXERCISED

Not applicable.

MINIMUM QUALIFICATIONS

High school diploma or high school equivalency degree and currently enrolled in an undergraduate finance or accounting accredited degree program.

**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).