

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

ACCOUNTANT IV

FLSA STATUS: NON-EXEMPT – PAY GRADE: 16 - C

JOB FAMILY: FISCAL SERVICES

JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Accountant IV performs high level, full cycle accounting and financial administration for assigned College programs, funds, projects or operational areas, including financial reporting and analysis, budgeting, billing and collections, cash management, general ledger activity, reconciliations, compliance monitoring, audit support and guidance to internal and external stakeholders. Assignments may be located across fiscal services areas and require the application of accounting principles, funding requirements, College policies, and established procedures to complete assigned responsibilities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES *(Depending upon assignment)*

Administers advanced full-cycle accounting activities for assigned funds, programs, projects, or operational areas, including general ledger maintenance, account analysis, and period-end and year-end processes.

Develops, analyzes and interprets financial, statistical, budget-to-actual, aging, and other management reports; investigates significant variances and communicate findings to appropriate stakeholders.

Reviews and processes financial transactions, invoices, reimbursements, disbursement requests, and related documentation for accuracy, allowability, reasonableness, appropriate account coding, and compliance with applicable requirements.

Prepares, reviews, approves, and posts complex journal entries, budget transfers, billing transactions, and other financial adjustments to ensure accurate classification and reporting of revenues, expenditures, assets, and liabilities.

Coordinates and submits invoices, reimbursement requests, financial reports, and other required filings to funding agencies, governmental entities, sponsors, customers, management, or governing bodies within established timelines.

Provides technical guidance and training to employees, program and budget managers, and other stakeholders on accounting processes, financial systems, reporting requirements, and applicable policies; may assign, review, or direct the work of designated staff.

Supports internal and external audits by conducting compliance reviews, compiling records, responding to information requests, and resolving accounting or documentation issues.

Evaluates accounting procedures, internal controls, reports, and financial system processes; recommends and implements approved improvements, enhancements, and corrective measures to strengthen efficiency, compliance, and data quality.

Monitors budgets, expenditures, encumbrances, receivables, cash requirements, and funding activity to support timely operations and compliance with applicable restrictions and deadlines.

Reconciles and audits general ledger and subsidiary accounts; researches unusual or incorrect transactions, maintains supporting documentation, and completes corrective actions to preserve data integrity.

Performs accounting duties in support of College operations that serve students, faculty, staff, and visitors.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance or a business-related field from a regionally accredited institution and three (3) years of related experience in accounting or business administration.

PREFERRED QUALIFICATIONS

Experience performing accounting, budgeting, or financial reporting functions within a higher education environment.

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).

Job Code: 8010

Effective: 1997

Revised: 09/2014; 9/14/2026