

FLORIDA STATE COLLEGE AT JACKSONVILLE

JOB DESCRIPTION, 2022

TREASURY ACCOUNTANT

FLSA STATUS: EXEMPT – PAY GRADE: 17 – C

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Accounting Coordinator works closely with Payroll, Accounts Payable and Student Financial Services and performs high level accounting functions, prepares financial and statistical reports, and performs complex reconciliations. This position manages cash, banking activities and reconciliations; investment and monitoring of excess operational funds for maximum returns; reports on cash and investment status and issues on a timely basis; administers the property management system for all tangible personal property; and recommends, implements, and/or maintains process improvements that support accurate and prompt recording of cash and investments for the College.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Performs bank reconciliation of all bank accounts, checks for differences with the general ledger, changes in patterns, and potential issues for further investigation.

Provides leadership, directions, and departmental assistance for all areas effecting banking and property. Determines source of issues with transactions not coming through the system correctly and determines best method of resolution.

Administers the property management system (Asset Management) for all tangible personal property. Performs audits of transactions and reconciles property with the general ledger. Closes monthly depreciation, processes allocations and disposals of assets that are recycled, lost, stolen, donated, deemed obsolete or cannibalized.

Processes daily banking incoming and outgoing transactions. Ensures and verifies timely bank deposits, recording of manual payments, online banking users, internal controls on wire transfers, accuracy of banking documents (authorized signatories, emergency contacts, banking resolution etc.), maintenance of contact with daily positive pay and other banking security protocols at all times (including during college holidays).

Records and reports on the increase or decrease in investment portfolio market value (bank and coupon interests, unrealized and realized gains and losses. Monitors investment activities, calculates distribution of interest earnings. Alerts management of any large swings or changes impacting portfolio.

Performs and coordinates due diligence for escheatment/stale property return for stale dated checks to ensure payment to vendors. Ensures accuracy of lists and student/vendor addresses, identifies out-of-state properties, and avoidance of duplication of payments.

Manages cash forecasting and cash control; determines sufficient cash for daily and weekly requirements; and draws down funds from other sources to ensure sufficient liquidity. Prepares projected cash flow for 6 months ahead to anticipate cash needs requiring liquidation of investment funds.

Reviews internal cash controls and recommends and/or implements changes

Analyzes and reports on investments by fund; reviews rates for charge cards (convenience fees); identifies and resolves negative cash fund balances and determines source of problem and review bank statements for fees and make recommendations to reduce costs. Maintains various spreadsheets that reconcile back to the general ledger in preparation for year-end reporting.

Prepares treasury performance measures to help manage cash balances and ensure maximizing interest earnings on surplus checking account funds and other college investments.

Perform other related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the Associate Controller.

SUPERVISION EXERCISED

May act in a lead or supervisory capacity in project assignments and/or in the absence of senior accounting staff and administrators.

MINIMUM QUALIFICATIONS

A bachelor's degree in accounting, finance, or business from an accredited institution, and three (3) years of related experience. Strong working knowledge of computerized accounting processes and systems. Knowledge of generally accepted accounting principles, especially proper internal controls related to cash and investments.

PREFERRED QUALIFICATIONS

Three (3) years of reconciliation experience.

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: 9/2/22