



Job Title: Accountant/Business Manager

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 114
FLSA Status: Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position is responsible for performing complex professional accounting transactions and reporting that requires the application of general accounting principles to assigned area including the College payroll function. Responsibilities may include: developing project or department budgets; interpreting grant and contract regulations and their relation to College accounting procedures; preparing financial statements and reports for internal and external audiences; researching the source and cause of discrepancies in accounting systems; maintaining the integrity of accounting systems; developing financial projections based on previous activity; and preparing and approving journal entries and financial transactions.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Prepares budgets for assigned department; reviews and modifies budget as necessary; tracks revenues and expenditures; and prepares and provides financial information as requested.
- Reviews and participates in complex financial accounting activities, which may include: reviewing, researching, and analyzing financial data and transactions; tracking and analyzing expenditures; reconciling accounts; tracking; projecting revenues and expenses; reviewing and approving financial invoices and contracts; researching account discrepancies; assessing, maintaining, and interpreting financial and accounting systems; and/or performing related activities.
- Implements and maintains a system of internal controls and security over all financial transactions and assets; follows standard accounting practices and procedures.
- Maintains and modifies financial systems.
- Prepares a variety of detailed analytical and statistical financial reports which may include: analyzing accounts for accuracy and discrepancies; performing costs analyses; and recommending departmental spending priorities.

- Prepares, submits, reviews, and analyzes a variety of statements, contracts, and reconciliations to/from internal departments, financial institutions, and external agencies; makes recommendations based on findings.
- May manages cash flow requirements and reporting.
- Manages tax and compliance requirements.
- Works with external auditors in the annual review; provides reports, data and assistance as needed.
- May prepare payroll and holiday calendar; prepare payrolls; handle payroll certifications before processing payrolls; review time cards and approvals; calculate retroactive pay as needed; verify partial pay lines in compliance with BOT rules; verify that terminal payouts are calculated correctly; calculate blended rates for overtime; balance payroll with accountants; ensure deductions for tax purposes are correct and timely submitted to government agencies; file appropriate information; ensure other deductions are correct and submitted to appropriate party; process year-end filings for employee/Collage; verify insurance rates and tax tables are timely updated; work with external entities to resolve any differences; test and update payroll system; coordinate with HR on status changes; answer related questions; and train employees on related processes.
- Tracks and reports progress toward annual goals.
- Serves as liaison to assigned committees.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in accounting, business, or one related to assigned area; five (5) years of related work experience in accounting or auditing preferably within a development, foundation, or fundraising organization; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Financial systems;
- Financial analysis techniques;
- Generally Accepted Accounting Principles (GAAP);
- Cash flow management practices;
- Payroll processes;
- Applicable federal, state, and local laws, rules, regulations, and guidelines;
- Account reconciliation methods;
- Financial recordkeeping techniques;
- Account preparation, review, and control methods;
- Mathematical principles; and
- Computers and related software applications.

Skills in:

- Organizing;
- Maintaining financial systems;
- Analyzing;
- Preparing comprehensive financial reports;
- Reconciling accounting transactions;
- Gathering, analyzing, and evaluating financial data;
- Researching and correcting discrepancies;
- Using a computer and related software applications; and

- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Maintain a high degree of accuracy;
- Apply GAAP principles; and
- Make recommendations.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Business/Accounting Specialist desired.
 Certified Payroll Professional desired if so assigned.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	

Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.