



Job Title: Accounting/Financial Analyst

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 110
FLSA Status: Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position is responsible for preparing and analyzing financial reports and data in assigned area of responsibility. Responsibilities may include: monitoring department budgets and/or grant funds; preparing budgets and financial models; identifying, researching, and resolving account discrepancies; preparing and analyzing standard and ad-hoc reports; and ensuring compliance with policies, procedures, and/or grant requirements.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Prepares budgets for assigned departments; reviews and modifies budgets as necessary; tracks revenues and expenditures; prepares and provides financial information as requested.
- Researches discrepancies in the accounting system which includes auditing, compiling, calculating, and analyzing a variety of fiscal data.
- Reads, analyzes, verifies, reconciles, and approves accounting transactions.
- Coordinates projects of the accounting function, ensures compliance with federal, state, and local laws, regulations, codes, and/or standards
- Gathers, analyzes, and evaluates financial data; makes recommendations.
- Maintains accounting systems and processes.
- May prepare financial modeling based on the various legislative support alternatives, enrollment scenarios, and formula funding implications.
- Answers questions from others such as administration, budget managers and grant accountants on their department and grant budgets.
- May approve or deny requests to hire employees or pay additional pay based on budget parameters; works with department if possible.
- May approve or deny electronic RFC requisitions entered by all departments of the College; works with them if they need to move budget or update requisition before approval.

- May oversee grants and contracts; may request reimbursements with required documentation; process drawdowns after certification; and monitor related payroll and budgets.
- May produce financial profit/loss statements; process related payrolls.
- May reconcile p-card transactions; obtain signatures, and upload receipts with proper GL code.
- May assist with other non-accounting functions such as assisting with preparation of Collaborative Lab Engagements including preparing name tags, table signs, attendance sheets, and food orders.
- Prepares standard management fiscal and organizational reports, including ad-hoc reports.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in accounting or a related area; two (2) years of related work experience in accounting; 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 analysis techniques;
- Generally Accepted Accounting Principles (GAAP);
- Applicable federal, state, and local laws, rules, regulations, and guidelines;
- Account reconciliation methods;
- Financial recordkeeping techniques;
- Account preparation, review, and control methods;
- Mathematical principles;
- Automated accounting systems; and
- Computers and related software applications.

Skills in:

- Analyzing;
- Preparing comprehensive accounting reports;
- Reconciling accounting transactions;
- Gathering, analyzing, and evaluating financial data and making recommendations;
- Maintaining accounting systems and processes;
- Researching and correcting discrepancies;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Apply GAAP principles; and
- Make recommendations.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

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.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
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.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	X
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
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.	X	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.	

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.

Work is performed in a relatively safe, secure, and stable work environment.

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.