



Job Title: Accounting/Financial Director

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 117
FLSA Status: Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position is responsible for directing the activities and staff of two or more accounting functions, such as budget, purchasing, asset management, payroll, accounting, financial reporting, student accounting, grant reporting and/or financial compliance. Responsibilities may include: coordinating preparation and responses to external audits; analyzing financial data and making recommendations regarding business processes; evaluating and monitoring financial reports; investigating violations of accounting policies and procedures; coordinating and preparing budgets; and supervising assigned accounting staff.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Directs and oversees the implementation and integrity of internal operations and controls for the finance or accounting section, which includes: planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and/or standards; ensuring compliance with federal, state, and local laws, regulations, codes, and/or standards; implementing accounting methods, procedures, forms, and records; preparing, analyzing, and interpreting complex financial statements, reports, and analyses; coordinating activities between multiple service areas; implementing accounting methods, and working to integrate and coordinate service areas.
- Reviews and monitors a variety of detailed analytical and statistical financial reports and/or statements which may include: recommend departmental spending priorities; submitting reports to appropriate internal departments and/or external agencies; and/or preparing other related reporting and analytical activities.
- Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

- Prepares and administers a budget which includes grant budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; and monitors and controls expenditures.
- Develops and enforces finance and accounting procedures and principles.
- Works with business and data systems managers during system implementation assuring training, testing, and documentation are complete and timely.
- Works with business and data systems managers during system implementation assuring training, testing, and documentation are complete and timely.
- Designs and implements finance, budgeting, accounting and recordkeeping systems;
- Conducts research and presents findings as needed.
- May serve as the primary financial liaison of audit engagements with federal, state grant and local awards, as well as with all state, Direct Service Organization 501c3 entities, and charter schools financial statement audits.
- May develop and prepare external annual financial statements for the College, direct service organizations, and collegiate high schools.
- May be responsible for medical and military student appeals, rendering decisions and completing adjustments as needed.
- Ensures all third-party vendors implementation and testing within PeopleSoft are complete and accurate
- Ensures the College's applicable taxable activities are compliant and timely reported.
- May oversee capabilities and training required to: manage the ledger activity in the financial system (ERP); interface processes with ancillary systems, testing, and master data maintenance; and to ensure completeness, accuracy, and timeliness in recording financial activity.
- May oversee the federal student programs' cash management system and the preparation of various state and federal reports; assures fees are correct and student and third-party billing and revenues are timely and accurate.
- Assures fees are correct and student and third-party billing and revenues are timely and accurate. Oversees the Federal student programs' cash management system and the preparation of various State and Federal reports.
- Directs the implementation of a variety of non-routine, complex projects related to financial operations.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in accounting or a related field; five (5) years of progressive work experience in an accounting function, including three (3) years of supervisory experience; 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:

- Managerial principles;
- College fund accounting systems and principles;
- Internal control practices;
- Financial analysis principles and methods;
- Auditing principles and practices;
- Applicable federal, state, and Local laws, rules, regulations, and guidelines.
- Automated financial systems;
- Research methods and techniques;
- Budgeting principles;

- Financial control practices and procedures;
- GASB standards;
- OMB 2 CFR regulations;
- Generally Accepted Accounting Principles (GAAP); and
- Computers and related software applications.

Skills in:

- Communicating, both verbally and in writing;
- Conducting research;
- Supervising others;
- Analyzing;
- Implementing accounting procedures;
- Preparing financial statements and reports;
- 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:

- Apply GAAP principles;
- Monitor and evaluate the work of assigned staff;
- Prioritize and assign work;
- Interpret and apply applicable federal, state, and/or local laws, rules, regulations, and guidelines; and
- Design and implement finance, budgeting, accounting and recordkeeping systems.

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.	<u>X</u>	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.	<u>X</u>	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.	<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.	

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 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.