



Job Title: Accounting Support Specialist

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 104
FLSA Status: Non-exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position reconciles, documents, and monitors financial data for an assigned function or department. Responsibilities may include: maintaining effective accounting controls; confirming compliance with contract language; resolving invoice discrepancies; approving payments; verifying funding sources; training non-accounting staff on accounting procedures; and performing the duties of the assigned workers.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely,

ESSENTIAL JOB FUNCTIONS

- Reviews, approves, and troubleshoots a variety of accounting and/or financial transactions, which may include: accounts payable, accounts receivable, billing, and related transactions.
- Completes, tracks, and/or maintains a variety of records, logs, ledgers, and files.
- Posts financial information into appropriate accounts; creates journal entries; and reviews and resolves discrepancies of data entered.
- Monitors and maintains accounting activity compliance with contract as well as internal and external regulations.
- Prepares a variety of accounting reports and other documents related to assigned area of responsibility utilizing established guidelines.
- Provides training to assigned staff as necessary.
- May provide financial guidance during the construction process to ensure compliance such as SREF; verifies architectural fees; verifies Guarantee Maximum Price (GMP) complies with contract; verifies all bid sheets; executes lien waivers; manages direct purchases; and coordinates project closeouts.
- May process pay cycles.
- May handle the collection process on past due accounts.
- May assist in testing upgrades to systems; troubleshoot transactions.
- May process tax forms; direct deposits; stop payments; and issue checks.
- May assist with year-end activities and audits.

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- May set up and create vendor profiles.
- May provide training to other staff.
- May handle travel expenses and related employee reimbursements including international travel.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or equivalent; four (4) years of related work experience in an accounting or budget support function; 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:

- Basic accounting principles and practices;
- Accounts payable/receivable principles and practices;
- General ledger reporting techniques;
- Applicable federal, state, and local laws, rules, and regulations;
- Data entry techniques;
- Mathematical concepts;
- Recordkeeping principles;
- Customer service principles;
- Training principles; and
- Computers and related software applications.

Skills in:

- Balancing accounts;
- Reconciling financial records and information;
- Performing mathematical calculations;
- Maintaining records;
- Resolving account discrepancies;
- Providing customer service;
- Providing training to assigned staff;
- Using a computer and applicable 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 applicable federal state, and local laws, rules, and regulations; and
- Troubleshoot financial transaction issues.

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