



Job Title: Accounting Support Supervisor

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 106
FLSA Status: Non-exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position provides daily supervision of assigned accounts and staff such as accounts payable and travel staff; maintains accounts, procedures and guidelines; complies with applicable regulations; and evaluates new processes in order to streamline practices. Responsibilities include: managing, hiring, and leading the staff in all daily functions including AP/AR functions; coordinating the workflow and assigning special projects; auditing processes and documents; ensuring accurate payment of invoices, and issuance of checks; maintaining vendor relations; monitoring and resolving error reports; organizing, maintaining and processing complex records or functions; processing journal entries; reconciling accounts; preparing reports; providing continuous training on work processes and procedures; and evaluating performance.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely,

ESSENTIAL JOB FUNCTIONS

- Manages daily activities of the assigned area and staff; provides support and guidance, problem resolution, work allocation and implementation of policies and procedures consistent with those of the College, Florida statutes and generally accepted accounting principles.
- Prepares related AP, general ledger, vendor, budgeting, and purchasing reports to identify expenses and proper coding of expended funds.
- May oversee the general ledger and trial balances, perform account reconciliations, and assist with audit preparations.
- May perform and coordinate accounting work related to construction; maintains and reconciles records.
- Investigates and resolves general ledger account and project discrepancies; prepares journal entries.
- May coordinate the day-to-day activities of accounts payable and travel staff, which includes: coordinating and administering processes, procedures, systems, and standards; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards; overseeing the operational planning, establishment and execution of related operations; and providing oversight of the payment of invoices and employee

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reimbursements to ensure correct and prompt payment; issuing and recording travel authorizations; monitoring travel log; and auditing travel requests and reimbursements to ensure proper coding and allowance of funds.

- Collaborates with departments to streamline processes, improve efficiencies and resolve issues.
- Supervises staff to include: prioritizing and assigning work; ensuring that employees follow policies and procedures; ensuring staff are trained; and maintaining a healthy and safe working environment.
- Monitors employee performance; provides coaching assistance.
- Reviews, approves, and troubleshoots a variety of accounting and/or financial transactions, accounts payable, billing, and related transactions.
- May manage direct purchases; verifies agreements that have been executed; manages purchase orders and tax savings; and reconciles with the contractor each month.
- Trains staff in other departments or external entities on College's financial procedures and processes.
- Enters vouchers for vendors and employee advances/reimbursements; identifies and corrects discrepancies.
- May oversee the payment of utilities and telecommunications.
- May assist with the payment and recording of leases/assets and provide support to other staff.
- Runs outstanding payment report; initiates stop payments, voiding and or re-issuing checks; records receivables; 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, internal, and external regulations; reviews withholding payments; posts withholding payments; and prepares reports to identify mismatches, correct and record discrepancies.
- Collaborates with others to test annual 1099 updates; processes, approves, prints, and mails 1099's.
- Prepares a variety of accounting reports and other documents related to assigned area of responsibility utilizing established guidelines including year-end reporting; identifies and records journal entries for accrual; reconciles deposits, prepaids and AP to GL; and identifies PO rollovers and closures, outstanding invoices, etc.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree in accounting or a related field; four (4) 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:

- Accounting principles, procedures and practices;
- General ledger reporting techniques;
- Applicable federal, state, and College rules, regulations, policies and procedures;
- Mathematical concepts;
- Customer service principles;
- Supervisory and training principles; and
- Microsoft Office software (Excel, Word), Teams, and PeopleSoft financial software or similar applications.

Skills in:

- Communicating, both verbally and in writing;

- Balancing general ledger accounts;
- Reconciling financial records and information;
- Performing mathematical calculations;
- Maintaining records;
- Resolving account discrepancies;
- Providing quality customer service;
- Training staff;
- Critical thinking;
- Using a computer and applicable software applications; and
- Communication, and 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:

- Provide leadership, guidance and motivation to staff;
- Prioritize and assign work;
- Access, input, retrieve, analyze, and report information from multiple software applications;
- Monitor and evaluate employees;
- Work under challenging circumstances without direct supervision; and
- Apply applicable federal, state, and local laws, rules, and regulations.

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.	X
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.	<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 safe and secure work environment that may periodically have unpredicted requirements or demands.

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.