



Position Title: Assistant Director, Finance Chart of Accounts (COA) and Security
Reports To: Associate Vice Provost / Accounting Services
Department: Business Affairs
Prepared By/Date: Donna French/07-06-2011
Approved By/Date: Gregory Knott/07-11-2011
Revised:

Job Code: 0128
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

This position is responsible for managing the development, maintenance and monitors the security access and approval path structure for all college users of the on-line and batch jobs for College and Foundation Finance based systems including modules within the College's ERP system (e.g. payroll, credit and collections) and stand alone systems (e.g., property system, etc.) that are in compliance with an integrated framework of internal controls and Generally Accepted Accounting Principles (GAAP).

Essential Duties and Responsibilities:

- Develops and maintains the College's Chart of Accounts in adherence with the Florida's Public Community Colleges Accounting Manual
- Develops, maintains and monitors the security access and approval path structure for all College users of the on-line and batch jobs for College and Foundation Finance based systems including modules within the College's ERP system (e.g. payroll, credit and collections) and stand alone systems (e.g., property system, etc.) in compliance with the integrated framework of internal controls and Generally Accepted Accounting Principles
- Develops and implements system data and support for the assessment of student fees
- Coordinates the implementation of Department based imaging procedures and training.
- Supervises a staff of two full-time and several part-time employees
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of applicable Local, State and Federal laws, and regulations
- Strong Microsoft office software and specific computer programs related to area of responsibility and mainframe skills
- Effective leadership in financial system implementation and cross-functional customer service skills
- Excellent organizational and communication skills (both verbal and written).
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a multi-ethnic and multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree (MBA) or (CPA) and three (3) years related experience; or Bachelor’s Degree with major courses in accounting and business management or related fields and seven (7) years progressive experience in a large organization in a managerial role specifically in payroll and accounting based operations and three (3) years of which shall have been in a supervisory position

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name