

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Accounting Services Officer			<i>Date:</i> Feb 21, 2001	
<i>Level:</i>	E	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0503	<i>Adm. Rev. Date:</i>

GENERAL DESCRIPTION

Manages and directs accounting, payroll, budget, capital project functions of the College to ensure effective and efficient operations. Serves as computer liaison to develop, coordinate and maintain automated financial systems of the College. Provides centralized research and develops financial reports as required. Ensures compliance with State Board of Education rules, policies and procedures. Coordinates the preparation of required federal, state, and or private financial reports. Performs special projects as required. Supervises other professional staff.

KEY RESPONSIBILITIES		% OF TIME
1.*	Directs functions such as capital projects, payroll and/or budgets for the College to ensure effective and efficient operations.	30%
2.*	Effectively supervises other professional employees.	20%
3.*	Conducts special cost and/or budgetary studies, analyses, and findings, and prepares proposals concerning accounting improvements.	20%
4.*	Plans, directs and coordinates the daily accounting activities to ensure effective and efficient operations.	10%
5.	Creates reports as required.	5%
6.	Serves as information technology liaison to develop, coordinate and maintain the automated financial accounting systems of the College.	5%
7.	Coordinates the preparation of federal, state, and/or private financial reports.	5%
8.	Assists and advises auxiliary operations regarding financial activities.	5%
9.	Performs similar and related duties including special projects as required.	

*Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	3 to 5 years.	
<i>Planning Scope:</i>	Plan events that will occur during the year and have some effect on the department's annual expenditures and/or revenues.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.	
<i>Impact on Budgets:</i>	Have the major controlling/authorizing influence on decisions affecting the expense/revenues where the impact of others is mainly advisory; have full authority to commit the work unit to a specific course of action. May have a major impact on revenue.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	Have a strong, but not controlling, voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions that typically affect the assigned department, but may at times affect operations, services, individuals or activities of campus.	
<i>Complexity:</i>	Work is broad in scope covering one or more complicated areas. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.	
<i>Decision Making:</i>	Independent judgment is required to study previously established, often partially relevant, guidelines, plan for various interrelated activities, and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain non- specialized matter or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.	
<i>Level of Supervisory Responsibility:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns and evaluates the work of subordinates for effective operation and results of the unit.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	