

# Position Description

**Position Name:** Accountant

In addition to meeting the qualifications and requirements detailed in this Position Description and as a condition of employment at Trinity College of Florida, for any and all positions of employment, each employee agrees to abide by the Constitution and Bylaws of Trinity College of Florida. The employee also agrees to abide by and follow all guidelines of the most current, approved revision of the Employee Handbook. The standards of conduct contained in both documents are expected to be strictly followed, especially the code of Biblical Christian conduct.

**Position Title:** Accountant

**Reports to:** VP Business & Finance

**Department:** Finance

**Position Status:** Exempt, FT

**Salary Range:** Available  
upon  
request

**Purpose of this Position:**

Accountant will provide operational and transactional elements of the Finance Department and provide financial analysis.

**Summary of the Accountant Position:**

The Accountant will manage the overall finance and accounting functions of the college. The Accountant will provide supervisory responsibility to the accounting staff, which includes accounts payable, payroll, contribution processing and general ledger accounting. This position will also support preparation of the monthly financial statements and Finance Committee reporting package. A key role of this position will also be developing and analyzing key performance objectives (KPO's) for the various college departments/functions. The Accountant will also develop a working knowledge of the payroll, payables, and contribution processing functions to be able to serve along with the VP of Business and Finance as an emergency back-up for all finance functions.

**Key**

**Key Areas of Responsibility:** \*Responsibilities for this position can be added to, decreased, and/or modified within existing primary and secondary responsibilities, and include the following:

- general ledger transaction processing and maintenance
- preparation of monthly financial statements and Finance Committee reporting package
- Financial analysis of key processes including contributions and significant expense items
- Analysis of KPO's for various college departments (e.g., dining service, facilities, and IT)

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## Responsibilities:

- Back-up for payroll, contributions, and accounts payable functions
- Bank reconciliations and cash activity processing
- Monitoring and evaluating Cost Estimate worksheets (and equivalents)
- Documenting and recommending improvements to college financial policies
- Monthly management budget reviews
- Annual Financial Plan coordination
- Fixed Asset administration
- Credit card administration and reporting
- Restricted fund accounting

## Work Hours/Schedule:

- Monday – Friday 8:00 – 4:30 pm
- Once a month Finance Committee meeting
- Other meetings and availabilities as requested by the VP Business and Finance.

## Education required and preferred:

- A bachelor's degree in accounting or finance
- CPA or master's degree preferred

## Experience required and preferred:

- 5 years in an accounting or finance field
- Project management experience preferred

## Skills required and preferred:

- Extensive experience with Microsoft Office Suite (Excel, Word, and PowerPoint)
- High written and verbal communication skills
- Technical accounting proficiency (GAAP)
- College Ministry or Not-for-Profit accounting knowledge (preferred)
- Knowledge of QuickBooks and Blackbaud/Razors Edge (a plus, but not required)

## Characteristics required and preferred:

- Detail-oriented individual with competent math skills and keen business sense
- Excellent problem solving, analytical, and organization skills
- High degree of confidentiality

## Conditions of Employment

- Models the Biblical standard of personal conduct and lifestyle
- Supports and adheres to the Mission, Vision, Values, and Lifestyle statement of Trinity College of Florida
- Supports the Trinity College of Florida Statement of Faith
- Supports and adheres to Trinity College of Florida Policies and Procedures Handbook