



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Accountant

Job Code: 052

Overtime Pay: Ineligible

Primary Responsibility

This is work performing professional accounting tasks for a unit and overseeing its accounting activities.

Typical Tasks

Reconciles accounting records and ledgers.
Prepares, reviews, audits, and adjusts accounting entries.
Monitors department accounts and insures compliance with regulations.
Receives subsidiary records and prepares appropriate billings.
Conducts special cost or budget studies, analyzes findings, and makes recommendations.
Supervises the maintenance, reconciliation, and accountability of subsidiary and departmental ledgers.
Assists and advises auxiliary operations regarding financial activities.
Recommends changes to existing accounting procedures.
Assists in developing new procedures.
Analyzes financial statements and reports.
Prepares financial statements.
May supervise accountants and fiscal clerical employees.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or high school diploma and seven years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

6/1/16

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://www.hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Accountant
Job Code: 051

Overtime Pay: Eligible

Primary Responsibility

This is work performing professional accounting tasks.

Typical Tasks

Reconciles accounting records and ledgers.
Prepares, reviews, audits, and adjusts accounting entries.
Monitors department accounts and insures compliance with regulations.
Receives subsidiary records and prepares appropriate billings.
Conducts special cost or budget studies, analyzes findings, and makes recommendations.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization; or high school diploma and four years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Fiscal Assistant Supervisor
Job Code: 050

Overtime Pay: Eligible

Primary Responsibility

This is work supervising fiscal clerical employees.

Typical Tasks

Oversees the work of fiscal clerical employees.

Assigns tasks to fiscal clerical employees.

Insures tasks are completed thoroughly and in a timely manner.

Oversees the review and compilation of fiscal documents being processed by the work unit.

Investigates and resolves fiscal clerical discrepancies.

Approves adjustments to accounts.

Responds to inquiries concerning processing procedures.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Fiscal Assistant

Job Code: 049

Overtime Pay: Eligible

Primary Responsibility

This is work performing complex fiscal clerical tasks.

Typical Tasks

Reviews and signs fiscal documents.

Reconciles and balances accounting records.

Processes fiscal forms.

Collects data for budget projections.

Researches, compiles, verifies, and corrects fiscal data.

Prepares basic fiscal reports listing account transactions and balances.

Minimum Qualifications

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Fiscal Assistant
Job Code: 048

Overtime Pay: Eligible

Primary Responsibility

This is work performing basic fiscal clerical tasks.

Typical Tasks

Inputs fiscal data into an accounting system.
Posts debits and credits in a ledger.
Reviews fiscal forms for accuracy and completion.

Minimum Qualifications

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://www.hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Cashier Supervisor
Job Code: 204

Overtime Pay: Eligible

Primary Responsibility

This is work supervising cashiers.

Typical Tasks

Maintains custody of cash balances and insures adequate security procedures are adhered to.

Replenishes funds authorized for check cashing.

Assists in the collection of bad checks.

Complies data and prepares cash reports.

Prepares cash vouchers, receipts, and deposit slips.

Balances cash transactions.

May make bank deposits and withdrawals.

May operates a cash register or bookkeeping machine.

May receives cash and gives change.

Minimum Qualifications

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Cashier
Job Code: 047

Overtime Pay: Eligible

Primary Responsibility

This is work performing cashiering tasks.

Typical Tasks

Operates a cash register or bookkeeping machine.
Receives cash and gives change.
Prepares cash vouchers, receipts, and deposit slips.
Balances cash transactions.

Minimum Qualifications

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>