

Career Catalyst

Building Your Professional Journey at UF



Charting Your Career Success

Part Two – *External Awareness:
Defining Where I Want to Go*



Audrey Gainey, SHRM-SCP
Director of Talent Acquisition and Onboarding

Learning Objectives



- **Understand** your passions, skills, and strengths and how they help to shape your career journey
- **Identify** resources that will assist you in mapping your career path and making career decisions
- **Learn** how to apply the knowledge you've gained to make the most of your career search



“The man who moves a mountain begins by carrying away small stones.”

- Chinese Proverb





Activity: Self-reflection





Poll

What role does
passion play in
my career
journey?







Passionate
Employees
Doing what they
LOVE



Outperformed
their competitors
by **20%**

**Passion fuels engagement
& commitment, reducing
the likelihood of turnover
and increasing retention!**



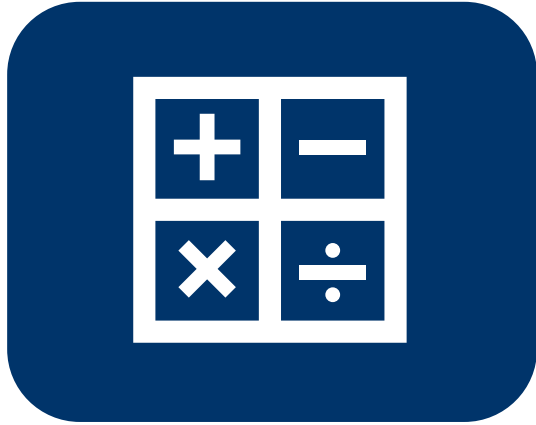
Long-term Employee

Will I...

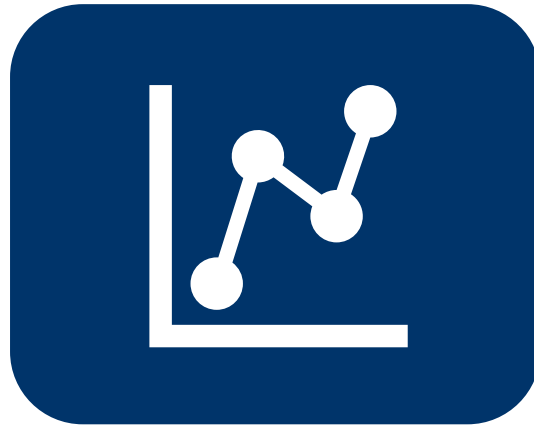
Like or love this job?



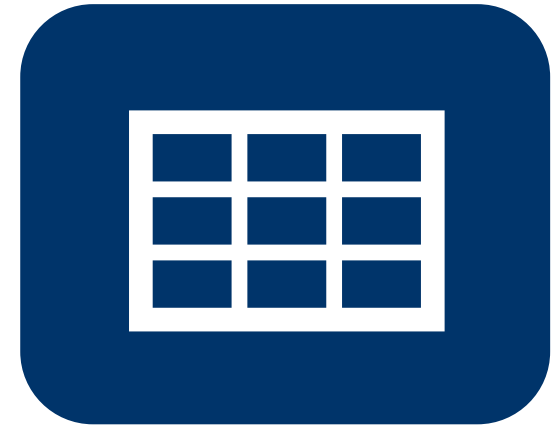
Let's talk about Joe...



Solving
mathematical
equations



Engaging
statistical
functions



Spreadsheets!



Passionate



Time



Effort



Practice

GOOD JOB. RIGHT TITLE. GREAT RESULTS.

The UF “On Target” Classification Project is designed to identify job titles for TEAMS employees that more accurately reflect what they do. Select from the categories below to view further information about the job families.



Accounting & Finance

Examples: Accountant; Financial Analyst; Fiscal Assistant



Administration & Management

Examples: Assistant Director; Associate Director; Director



Advancement

Examples: Director or Advancement; Assistant Director of Development; Alumni Affairs Coordinator



Agricultural & IFAS Operations

Examples: Extension Program Assistant; Extension Program Manager; Farm Manager



Animal & Veterinary Care

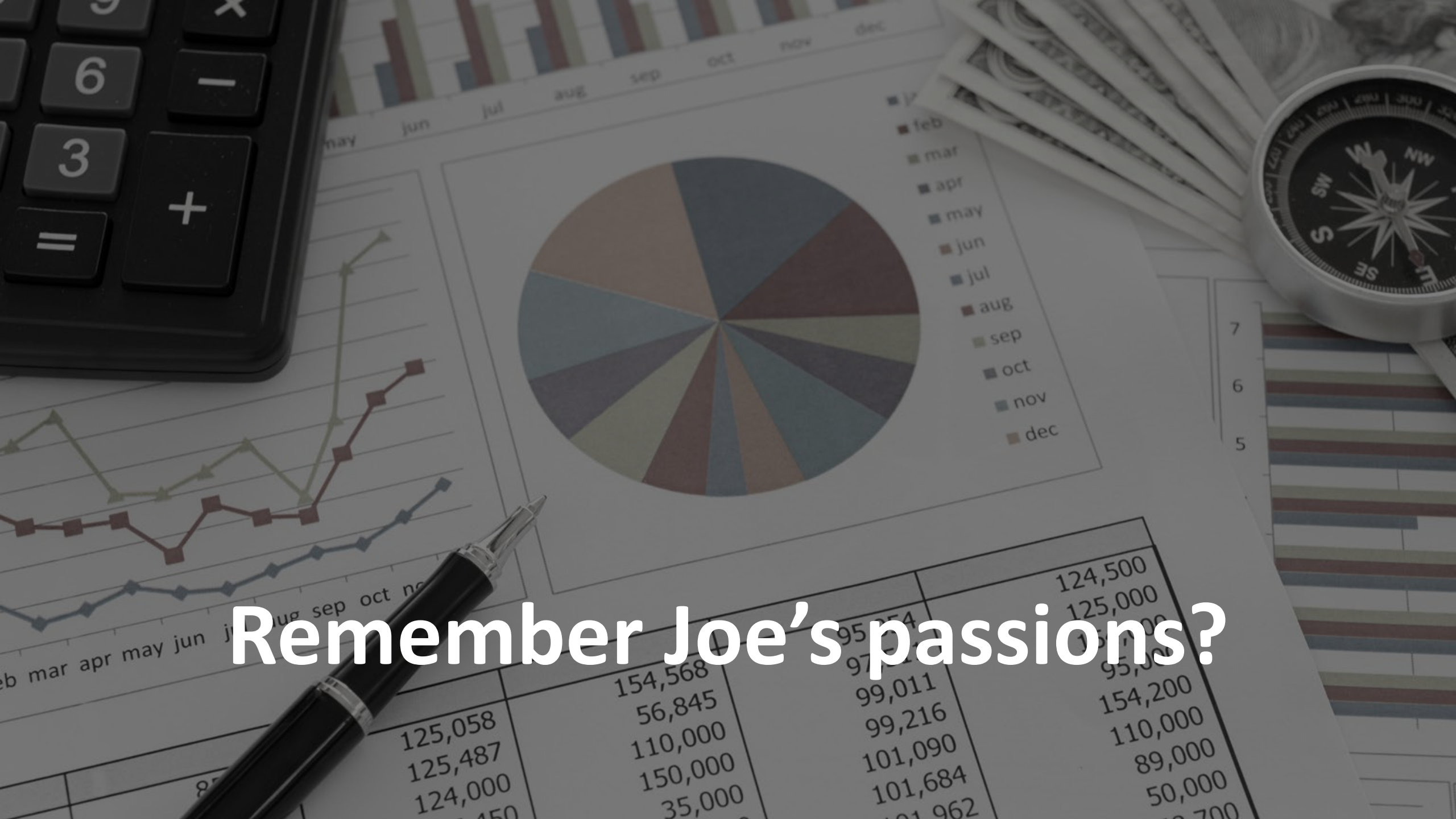
Examples: Farrier; Animal Hospital Surgical Technician; Veterinary Diagnostic Lab Assistant



Communications, Sales & Marketing

Examples: Account Manager; Graphic Designer; Marketing Specialist

Remember Joe's passions?



GOOD JOB. RIGHT TITLE. GREAT RESULTS.

The UF “On Target” Classification Project is designed to identify job titles for TEAMS employees that more accurately reflect what they do. Select from the categories below to view further information about the job families.



Accounting & Finance

Examples: Accountant; Financial Analyst; Fiscal Assistant



Administration & Management

Examples: Assistant Director; Associate Director; Director



Advancement

Examples: Director of Advancement; Assistant Director of Development; Alumni Affairs Coordinator



Agricultural & IFAS Operations

Examples: Extension Program Assistant; Extension Program Manager; Farm Manager



Animal & Veterinary Care

Examples: Farrier; Animal Hospital Surgical Technician; Veterinary Diagnostic Lab Assistant



Communications, Sales & Marketing

Examples: Account Manager; Graphic Designer; Marketing Specialist

ACCOUNTING & FINANCE TITLES

Job Families

Accounting & Finance

Administration &
Management

Advancement

Agricultural & IFAS
Operations

Animal & Veterinary
Care

Communications, Sales
& Marketing

Accountant I

The Accountant I role involves performing standard accounting duties, encompassing audit, reconciliation, budget creation, and financial reporting. The individual maintains...

Accountant II

Accountant II is an intermediate-level financial professional role responsible for managing various fiscal and accounting functions. This position solves a...

Accountant III

This senior-level accountant position offers financial expertise, possibly focusing on a specific area of specialization. The role involves solving intricate...

Accountant IV

The Accountant IV provides lead or expert-level financial support. This role involves interpreting business issues, both internal and external, and...

ACCOUNTANT I

JOB CODE

002000

FLSA STATUS

Non-exempt

PAY GRADE

5

CAS EXEMPTION REQUIRED

Yes

SUMMARY

The Accountant I role involves performing standard accounting duties, encompassing audit, reconciliation, budget creation, and financial reporting. The individual maintains a clear record of transactions, ensures compliance with relevant policies, and provides vital financial information to the organization.

EXAMPLES OF WORK

- **Maintains, monitors, and reconciles assigned accounts; reviews regulations and policies and identifies areas of concern.**
- **Analyzes revenue and expense data for accurate projections.**
- **Draft budgets for projects, identifying any financial discrepancies.**
- **Develop financial reports, invoices, and schedules for review.**
- **Ensures expenditure compliance, determines fund balances, and aligns with organizational policies.**
- **Prepares accounts for internal and external audits and rectifies any discrepancies.**
- **Acts as a liaison, communicating financial information with stakeholders.**
- **Executes various accounting tasks such as reviewing documents, reconciling accounts, and monitoring fund balances.**
- **Upholds the integrity of the accounting system and internal procedures.**

EDUCATION AND EXPERIENCE

A bachelor's degree in an appropriate area of specialization.

LICENSURE AND CERTIFICATION

N/A

SUPERVISION

Typically works under the direction of a senior accountant or department head. Does not have supervisory responsibilities.

COMPETENCIES

- Interpersonal Relationships
- Teamwork
- Financial And Accounting Systems
- Problem Solving
- Confidentiality
- Knowledge Of A Specific Financial Or Accounting System
- Business Math
- Flexibility And Adaptability
- Accuracy And Attention To Detail
- Financial Record Keeping

BUSINESS MATH

Knowledge of mathematical concepts and ability to apply these to business transactions.

BEHAVIOR STATEMENTS

Proficiency Level 1 - Basic understanding

Performs basic arithmetic quickly and correctly.

Explains arithmetic symbols and the order of operations.

Uses variety of rounding techniques and explains their associated implications.

Calculates percentages and ratios and knows when to utilize.

Proficiency Level 2 - Working experience

Uses basic computational tools such as calculators, spreadsheets, or custom applications.

Works with fractions and decimal point notation and computations.

Describes the formulas for basic statistical functions such as average, median.

Assures accuracy using basic validation and cross-checking techniques.

Works with metric and non-metric scales and uses conversion tools and techniques.

Proficiency Level 3 - Extensive experience

Helps others develop expertise with common financial and mathematical computations.

Creates and tests complex arithmetic formulas involving multiple expressions.

Troubleshoots and consults on difficult or unusual calculations including algebraic equations.

The Role of Assessments in Career Development



Benefit of Self-Assessments

Understanding one's...



Skills



Interests



Personality



Values

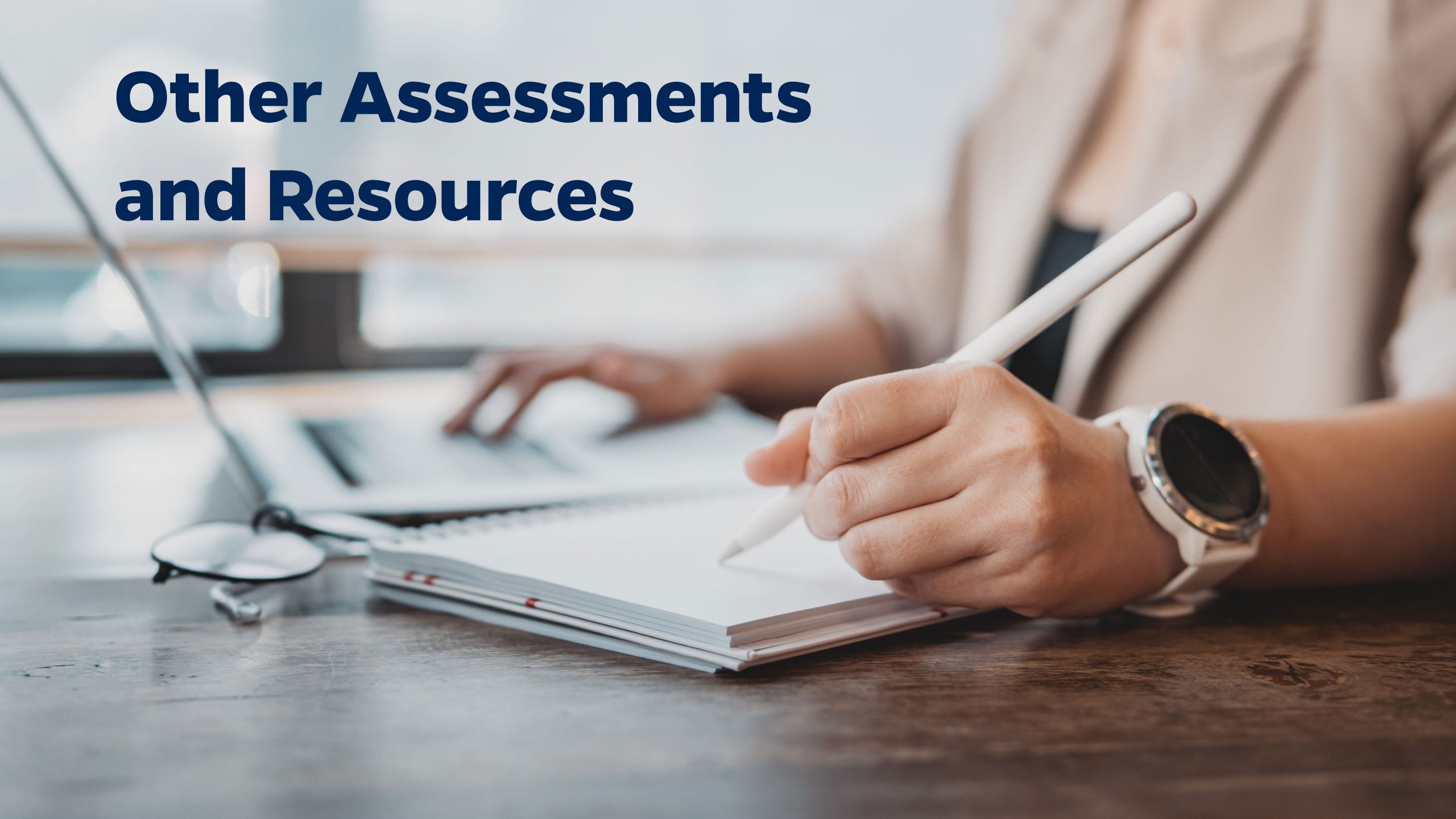


Reflection

- What activities do you gravitate towards?
What appeals to you about those activities?
- What issues or causes are important to you?
- When have you been happiest in life?
What were you doing?
- If you completed an interest assessment, what are some of your interest areas?
What doesn't interest you?



Other Assessments and Resources



CHOMP – UF Career Hub – University of Florida



Types of Assessments

Personality Assessment



Work Interests Assessment



Leisure Assessment



Values Assessment



Skills Interest Assessment

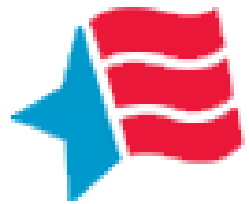


O*NET Resource Center



The screenshot shows the O*NET Interest Profiler interface. At the top left, it says "O*NET Interest Profiler" in yellow. At the top right, there is the "o-net" logo and a question mark icon. The main content area is divided into two columns. The left column features the "o-net Interest Profiler" logo, a link for "User Agreement Proper Use", and a question "Taken the Interest Profiler before?" with an "Enter scores" button below it. The right column contains a white box with the following text: "Welcome to the O*NET Interest Profiler! The O*NET Interest Profiler can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do. The O*NET Interest Profiler helps you decide what kinds of careers you might want to explore. On each screen, click the Next button at the bottom to continue. You can use the Back button at the bottom to re-read the instructions or change your answers." At the bottom, there is a navigation bar with buttons for "Start", "Interests", "Results", "Job Zones", "Careers", and "Next" (with a right-pointing arrow icon).

Careeronestop



careeronestop

your source for career exploration, training & jobs

Sponsored by the U.S. Department of Labor. A proud partner of the [americanjobcenter](#) network.

Self assessments

Interest assessment

Skills assessment

Work values

Learn about careers

Career clusters

Career profiles

Career videos

What's hot

Military options

Self-employment

Plan your career

Set career goals

Salaries

Licensed occupations

Professional development

Research industries

Come for a job. Grow a career. Gain a community.



Join a vibrant community that's healing coastlines, exploring space, curing diseases and imagining wonders.



Faculty Positions

Join a community of distinguished scholars and



Staff Positions

Join our community of career professionals in a variety



Other Opportunities

Join us as a Graduate Assistant, Student Assistant, or

Search results

POSITION	DEPARTMENT	LOCATION	CLOSES
MGR, Accounting	64405000 - FA-AM-ASSET MANAGEMENT	Main Campus (Gainesville, FL)	19 Sep 2024

This in-person position, with a hybrid opportunity, is a lead accountant on the Asset Management team and is responsible for recording and maintaining all financial requirements in supporting UF capital and attractive assets. Provides recommendation for enhanced services, process improvements and coordinates implementation of GASB pronouncements.

Specialist, Payroll & Accounting	18300000 - ED-LASTINGER CENTER	Main Campus (Gainesville, FL)	10 Sep 2024
---	--------------------------------	-------------------------------	-------------

The Payroll & Accounting Specialist position provides support for Payroll and Financial Operations at the Lastinger Center. This individual must have excellent accounting and budgeting skills, superior organizational skills, a customer-focused approach to the workplace, and a high-level of professionalism. This position is time-limited and soft funded.

Internal Audit Manager	22040000 - GN-OFFICE OF INTERNAL AUDIT	Main Campus (Gainesville, FL)	Open until filled
-------------------------------	--	-------------------------------	-------------------

The Internal Audit Manager is responsible for conducting and managing audits and advisory projects in accordance with the annual audit plan. Working with the Office of Internal Audit (OIA) senior management and other key stakeholders, this position will plan, develop, lead, and facilitate audits of finance, operations and information technology using a full range of contemporary best-practice audit and risk management tools and techniques. This position is required to work independently with limited supervision by the Audit Director.

Senior Auditor II	22040000 - GN-OFFICE OF INTERNAL AUDIT	Main Campus (Gainesville, FL)	Open until filled
--------------------------	--	-------------------------------	-------------------

The Office of Internal Audit (OIA) supports the University's mission by providing objective and independent assurance, consulting, and investigative services to reduce risks and improve operations. The OIA invites applicants for the Senior Auditor II position.

🔍 JOB SEARCH

Accountant

e.g. "Administrator, Gainesville"

🔽 REFINE SEARCH

WORK TYPE

- Adjunct Faculty
- Faculty Admin Title
- Multi-Track Faculty
- Non-Tenure-Track Faculty
- Other Faculty
- Permanent Status Faculty
- Post Doc Associate
- Staff Full-Time
- Staff Part-Time
- Student Ast
- Temp Full-Time
- Temp Part-Time
- Tenure-Track Faculty

LOCATIONS

- Alachua
- Bradford
- Collier
- Dade
- Duval
- Escambia
- Gadsden
- Hardee
- Highlands
- Hillsborough
- In the State of Florida
- Indian River
- Jacksonville Campus

WORK TYPE

- Adjunct Faculty
- Faculty Admin Title
- Multi-Track Faculty
- Non-Tenure-Track Faculty
- Other Faculty
- Permanent Status Faculty
- Post Doc Associate
- Staff Full-Time
- Staff Part-Time
- Student Ast
- Temp Full-Time
- Temp Part-Time
- Tenure-Track Faculty

CATEGORIES

- Academic Advising/Support
- Advancement
- Agricultural Sciences
- Agriculture Operations
- Allied Health
- Artificial Intelligence
- Biology/Life Science
- Business/Accounting/Finance
- Communications/Public Relations/Marketing
- Computer Science
- Construction/Design/Planning
- Counseling/Community Outreach/Social Work
- Dentistry

Send Me Jobs Like These

We will email you new jobs that match this search.

I'm not a robot



SUBSCRIBE

Remember



1. Know and understand your skills, interests, and strengths
2. Be aware of available resources and how to use those to make informed decisions
3. Consider the use of assessments to help you gather information
4. Invest in the time



“The only limit
to your career
growth is the
limit you place
on yourself.”

- Unknown





Questions



Surveys will be distributed electronically

We take your feedback seriously and make changes to our webinars based on attendee responses.



It only takes a few minutes to complete!

If you feel this webinar was helpful to you in your career development, please give us a rating between 9 to 10.

Charting Your Career Success

**Part 3 – Strategic Planning:
Mapping Out How to Get There**

Tuesday, Oct. 8th
12:00 – 1:00 pm
Via Zoom

Registration
Coming Soon!



References and Resources

- Deloitte: Passion at Work: Cultivating Employee Passion as a Cornerstone of Talent Development
 - <https://www2.deloitte.com/us/en/insights/topics/talent/worker-passion-employee-behavior.html>
- LinkedIn - Passion at Work: Why We Need a New Approach to Corporate Retention
 - <https://www.linkedin.com/pulse/passion-work-why-we-need-new-approach-corporate-retention-bear>
- Indeed Career Guide: How To Thoughtfully Answer "What Are You Passionate About?"
 - <https://www.indeed.com/career-advice/interviewing/interview-question-what-are-you-passionate-about>
- Careeronestop: Explore Assessments
 - <https://www.careeronestop.org/ExploreCareers/explore-careers.aspx>
- O*Net Interest Profiler: <https://www.mynextmove.org/explore/ip>
- UF TEAMS Titles: <https://teams-titles.hr.ufl.edu/>



Human Resources

Training & Organizational Development

Thank you!

Visit our *Career Development Hub* to navigate your career growth at UF:

<https://hr.ufl.edu/professional-development/toolkits/career-toolkits/career-development-hub/>

Stay tuned to the *Career Catalyst* webpage for listings of upcoming webinars and recordings of past webinars:

<https://hr.ufl.edu/professional-development/toolkits/career-toolkits/career-catalyst-building-your-professional-journey-at-uf/>

Check out our Career Toolkits:

<https://hr.ufl.edu/professional-development/toolkits/career-toolkits/>