

ACCOUNTING SERVICES COORDINATOR

Job Code	Pay Grade
10146	CL17

Nature of Work

This is professional accounting work in the development, implementation and maintenance of financial accounting management systems to include processes and/or databases. An employee in this class performs more difficult accounting duties in financial and operational accounting management within assigned areas. The incumbent promotes accounting and regulatory policies and procedures to guide employees in their assigned tasks. Independent professional accounting expertise and judgment are required.

Minimum Qualifications Requirements

- 8 years experience in progressively responsible professional accounting work covering a complex computerized accounting system that include 1 year of supervisory training or experience, or
- Associate's degree in accounting, finance, or a related field with course work in computer science and accounting, plus 6 years professional experience that include 1 year of supervisory training or experience, or
- Bachelor's degree in accounting or a related field, plus 4 years professional experience that include 1 year of supervisory training or experience, or
- Master's degree in accounting or a related field, plus 2 years professional experience that include 1 year of supervisory training or experience, or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Implements, monitors and maintains policies and procedures, trend analysis, process review, financial statement analysis, procurement oversight, and regulatory requirements.
- Implements, monitors, and maintains a financial account and management information system, which may include computer, relational data bases for internal controls; data integrity and the safeguarding of assets.
- Assists operating divisions to identify information processing needs; troubleshoots application problems, produces statistical reports and graphs, for management review.
- Assists in budget preparation.
- Conducts internal accounting and system audits; prepares reports and submits recommendations for management review.
- Compiles data to produce end user, documentation and application procedures manuals; trains staff.
- Develops accounting policies, procedures and automation standards.
- Researches and recommends expenditures of departmental funds, monitors contracts and consultants; administers contracts for payments to vendors.
- May supervise accounting staff; conducts performance reviews; recommends discipline when appropriate.
- Performs related work as assigned or required.

ACCOUNTING SERVICES COORDINATOR (continued)

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Knowledge, Skills and Abilities

- Knowledge of accounting principles and skill to implement such knowledge.
- Knowledge of internal accounting controls.
- Knowledge of and skill in use of data processing and word processing computer software, including data collection, input, analysis and dispersal.
- Knowledge of public administration principles and practices.
- Skill to apply basic computer applications.
- Ability to plan, assign, supervise, and evaluate the work of assigned personnel; establish and maintain effective working relationships with superiors, employees, and others.
- Ability to develop, update, and collate data for procedure and operation manuals.
- Ability to communicate technical information in a manner understandable to superiors, subordinates, and the interested public.
- Ability to produce reports from multiple software applications.

For official use only

Revised	EEOC Code	Overtime Code
3/07	Professionals	Classified