

FINANCE OPERATIONS CLERK

Job Code	Pay Grade
18792	CL10

Nature of Work

This is entry to intermediate level accounting and financial work processing and recording financial transactions covering a variety of Pinellas County Clerk of the Circuit Court (CCC) office operations. Positions in this class provide support for multiple agencies and department operations that require centralized and comprehensive services for maintenance and processing of county-wide finance, accounting, reporting, and recordkeeping systems covering major operations and activities including, but not limited to, county-wide payroll; contract administration, purchasing activities, court/judicial finances, accounts payable, accounts receivable, and other complex clerical finance administration and projects. An employee in this class is responsible for the pre-audit and computerized processing of financial transactions, and for performing these duties with limited supervision and independence; highly technical and complex analyses, technical policy, or procedural questions are referred to more senior staff. The position reports to a manager, supervisor or designee.

Minimum Qualifications Requirements

- 2 years experience in recognized accounting and finance work that includes practical use of computer equipment; or
- Associate's degree (or 2 years of other related college level education) related to finance, accounting, business administration or related field and practical use of computer equipment; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively, after a candidate meets the minimum qualifications to an in-line career ladder position within the same organization or department.
- 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.)

- Performs broad range of accounting and financial assignments for the CCC Finance Division supporting county agencies and departments.
- Monitors and verifies data entered into an automated accounting system including the extraction of reports.
- Researches, balances, reconciles, and corrects entries for the general ledger and accounts receivable customer sub-ledger accounts.
- Audits entries posted to the accounts receivable module and checks validity of entries made to revenue accounts.
- Performs routine analyses or balances processed receipts, disbursements, or payroll transactions to ensure accuracy of the financial records and prepares appropriate correcting entries.
- Maintains records to track travel advances and reimbursements until travel is complete and final reimbursements are made; monitors travel agency statements to travel statements submitted by employees.
- Performs accounting functions such as posting, auditing, accounts balancing and preparing special reports.
- Analyzes statistical, fiscal and payroll records and reports, applies prorated schedules to records to determine operating cost for various activities and assist in preparing financial statements.

FINANCE OPERATIONS CLERK (continued)

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Illustrative Tasks (continued)

- Performs data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval and routine computer terminal operations or programming/reprogramming.
- Identifies, documents, tracks, and reports on capital expenses.
- Performs other related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of governmental accounting practices.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of governmental budgetary procedures, financial accounting, and fund organization.
- Skill in data entry.
- Ability to understand, explain and apply personnel rules and regulations in relation to financial accounting.
- Ability to effectively communicate orally and in writing.

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Created	EEOC Code	Overtime Code
9/14	Administrative Support	Classified