

FINANCE OPERATIONS TECHNICIAN

Job Code	Pay Grade
18794	CL12

Nature of Work

This is highly technical accounting and financial work analyzing, processing and recording financial transactions covering a variety of Pinellas County Clerk of the Circuit Court (CCC) office operations. Positions in this class provides a wide-range of administrative and technical 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 administration and projects. An employee in this class processes financial transactions that require independent judgment in researching and reconciling discrepancies. Employees may act as a subject matter lead over an assigned area. The incumbent exercises independence and finality of action in regular assignments. The position reports to a manager, supervisor or designee.

Minimum Qualifications Requirements

- 3 years experience in governmental accounting, bookkeeping, purchasing, or finance support and practical use of computer equipment; or
- Associate's degree and 1 year experience as described above or 3 years of other related college level education in accounting, business administration or related field that include 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 highly technical accounting and assignments for the CCC Finance Division supporting county agencies and departments.
- Processes county-wide accounts receivable work including invoicing and receipting.
- Reviews journal vouchers completed by other staff; analyzes and researches problems, corrects discrepancies.
- Analyzes and verifies daily edit reports; researches and resolves problems.
- Reconciles final employee payroll payments; reconciles total to the computerized Payroll Register net accounts.
- Oversees the collection, receipt, and disbursement of support monies in accordance with Florida Statutes, rules and regulations.
- Oversees the processing of liens filed for non-payment of support.
- Serves as alternate or back-up to staff and assists in training new employees as well as may serve as back-up for higher-level employees.

FINANCE OPERATIONS TECHNICIAN (continued)

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Illustrative Tasks (continued)

- Processes court system invoices for payment; maintains Public Defender Lien System; compiles and reconciles monthly reports of fees; generates report for repayment from state.
- Performs computerize maintenance of schedules to properly account for transactions concerning the county's fixed assets.
- Performs data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval and assists in the development, testing and debugging of new and existing programs.
- Identifies, documents, tracks, and reports on capital expenses.
- Examines and verifies bank statements; reconciles statements with internal ledgers.
- Performs other related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of large governmental accounting practices and budgetary procedures, financial accounting and fund organization.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of personal computer applications, procedures, and equipment.
- Skill in data entry.
- Ability to apply computer applications and software.
- Ability to analyze transactions and reports and make appropriate correcting entries.
- Ability to effectively communicate orally and in writing.

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Created	EEOC Code	Overtime Code
9/14	Administrative Support	Classified