

FINANCE OPERATIONS SPECIALIST

| Job Code | Pay Grade |
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| 18798 | CL14 |

Nature of Work

This is paraprofessional technical accounting and financial assignments covering a variety of Pinellas County Clerk of the Circuit Court (CCC) office tasks to support operations and for overall maintenance and review of accounting, financial statistical records, payments, receipts, fixed assets administration, and the accountability for county financial operations. Positions in this class support multiple agencies and departments 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 finance administration and projects. An incumbent in this class completes regular assignments or projects that require independent judgment in problem solving, researching, meeting critical organization deadlines, and reconciling conflicts and discrepancies with heavy customer contact. Duties typically include reconciling a variety of agency and/or departmental accounts, preparing reports, forms or formats for reporting plus retaining data and preparing and processing accounting records, statements or transactions using a variety of accounting support systems and documentation. The position requires an incumbent to be proactive to resolve issues and troubleshoot complex problems. This work differs from work in other classes since the CCC provides advanced beginning to end-stage centralized office processing on accounting and finance matters interacting with both public and private sector stakeholders within and outside Pinellas County. Positions are required to provide training, direction, and instructions to lower level staff and stakeholders. The position reports to a manager or supervisor.

Minimum Qualification Requirements

- 4 years experience in highly technical government accounting, bookkeeping, purchasing, or finance support using a personal computer and state-of-the art software applications with preference given to candidates who successfully completed 6 or more college level credit hours in accounting and finance courses; or
- Associate's degree (or 2 years of other related college level education) in accounting, business administration or related field and 2 years of experience as described above; 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.)

- Performs a combination of regular, highly complex, and advanced assignments for the CCC Finance Division supporting county agencies and departments.
- Prepares, analyzes, and reconciles computerized reports of departments for which the budgets and expends funds.
- Identifies, documents, tracks, and reports on capital expenses.
- Examines and verifies bank statements; reconciles statements with internal ledgers.
- Reviews and monitors Federal and state grant agreements and prepares financial assistance schedule for routine, periodic, quarterly, and annual financial reports.
- Monitors expenditures for capital outlay; determines entries; sets up books; recommends fund transfers.
- Develops, prepares, and monitors the department funds; audits, and approves expenditures.
- May prepare and assist others to prepare purchase requisitions, vendor contacts/relations; prepares detailed bid specifications for capital outlay equipment, service contracts, and agreements.
- Maintains, administers, and operates Oracle and other CCC relational data processing systems, data entry, and retrieval for both routine and highly specialized operations.
- Audits progress payments for construction projects, prepares pay estimates, and progress payment logs.

FINANCE OPERATIONS SPECIALIST (continued)

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Illustrative Tasks (continued)

- Prepare reports on the status of service accounts, bills, invoices, contracts, payments, grants, fee receipts, entitlements and reimbursed programs, accounts receivable, accounts payable, trust accounts; prepare regular reports of revenues and expenditures submitted from a wide range of sources.
- Answer questions that involve searching for and abstracting technical data from sources and systems that require detailed explanations of county policies or procedures referring matters requiring administrative policy decisions with proposed recommendations and solutions to a superior.
- Develop or assist in efforts to collect and manipulate accounting data and fiscal information; prepare spreadsheets compiling revenue activity and trends for management use; reformat data or create specific reports, charts or graphs.
- Assists staff in solving, or personally respond to, the more complex and difficult inquiries; train and orient new staff members; review and correct work.
- Analyzes and verifies daily edit reports; researches, and resolves problems.
- Verifies validated wire transfer slips to journal entries.
- Processes manual and void checks; prepares back-up documentation for same.
- Oversees the collection, receipt, and disbursement of funds under Florida Statutes, rules, and regulations.
- Oversees or assists others in the processing of liens filed for non-payments.
- Performs review and keeps schedules to properly account for transactions on county fixed assets.
- May perform data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval to assist in the development, testing, and debugging of new and existing programs.
- Examines and verifies bank statements; reconciles statements with internal ledgers.
- Provides technical supervision to staff maintaining and compiling spreadsheets, tracking incoming revenue, auditing daily deposits reconciliations, preparing daily deposits and reconciliation and revenue distribution reports, unit budgets, posting, and reconciling funds, department budgets, and revenue ledgers.
- May provide work instructions to subordinate clerical and technical staff involved in payroll preparation, personnel transactions, as well as other administrative support for accounting and finance operations functions.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of basic and advanced accounts receivable and accounts payable business practices and procedures including accounting systems, procedures, regulations and source documents including expenditure, revenue, general ledger and related accounting procedures and the interrelationship of internal and external record keeping systems; general bookkeeping, accounting and audit methodology, terminology and standards.
- Knowledge of governmental accounting practices including basic mathematical/fiscal computer applications.
- Knowledge of governmental budgetary procedures, financial accounting and fund organization.
- Knowledge of personal computer applications, procedures, modern office practices, procedures and equipment.
- Knowledge of: basic and advanced methods, practices, and terminology of fiscal record keeping, basic business mathematics; checks, money orders and other common negotiable instruments and their proper validation and endorsement; common methods of balancing cash and checks against records of receipt; methods of handling, recording and controlling monies received and disbursed.
- Ability to analyze data and draw logical conclusions independently; review and evaluate the work of associates.
- Ability to analyze complex transactions and complex reports and make appropriate correcting entries.
- Ability to apply accounting systems as well as to train and guide others on how to apply computer applications and software to prepare and process data in proper format for data entry; understand and maintain financial accounting files or other record systems; recognize and correct computational errors; accurately compare, post and transfer numbers; understand transactions in terms of accounting codes and classifications; prepare routine and special financial reports; communicate effectively by phone or in person.
- Ability to establish and maintain effective working relationships with others providing guidance and instruction to others in completion of routine and complex assignments.

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| Created | EEOC Code | Overtime Code |
|---------|------------------------|---------------|
| 9/14 | Administrative Support | Classified |