

## FINANCE OPERATIONS ANALYST

Job Code	Pay Grade
18804	CL16

### Nature of Work

This is professional 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. This work exceeds the journey level in the job class series because the position is required to regularly perform one or more predefined critical operations and functions or assignments recognized to exceed the full performance level assignments. 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

- 5 years experience in semi-professional government accounting, bookkeeping, purchasing, or finance support using a personal computer and state-of-the art software applications with preference given candidates who successfully completed 12 or more college level credit hours in accounting and finance courses; or
- Associate's degree in accounting, business administration or related field and 3 years of experience as described above; or
- Bachelor's degree and 1 year 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 as an individual contributor with a primary role for complex and critical programs completing assignments, accounting tasks, reviews, and examining systems data or information implementing procedures and administrative steps for a recognized complex and more difficult combination of assignments or subject matters determined essential to CCC finance operations.
- Analyses and initiates action to address the financial and accounting transactions for one or more well-defined CCC operations, programs, support systems, or overall CCC reporting activity on a combination of regular, highly complex, and advanced assignments; for example, establishes or programs automated accounting OPUS templates, makes banking statement/exception system corrections, or completes operations-wide analysis and financial reconciliations related to major corrections in CCC financial records and resources.
- Maintains and audits CCC accounting records, payrolls, invoices, invoices, billings, purchase orders, reports, and other records according to established account classifications including cash books, subsidiary journals, encumbrance accounting, inventory/property tracking systems, and general ledgers; posts entries to these record systems or books from supporting records; makes adjusting entries; prepares reports and financial statements.
- Identifies, documents, tracks, analyses, and reports on capital expenses.
- Audits CCC ledger accounts, payrolls, and invoices of departments for mathematical correctness and legal compliance; examines and verifies all revenues from all sources; reconciles book balances with bank balances.
- Performs CCC initiated research and special projects.

## FINANCE OPERATIONS ANALYST (continued)

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### Illustrative Tasks (continued)

- 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; sets up yearly books; determines accounts; recommends fund transfers.
- Examines and verifies bank statements; reconciles statements with internal ledgers.
- 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 computer terminal operations and programming/reprogramming.
- Audits progress payments for construction projects, prepares pay estimates, and progress payment logs.
- Analyzes and verifies daily edit reports; researches, and resolves problems.
- Oversees the collection, receipt, and disbursement of funds under Florida Statutes, rules, and regulations.
- Oversees and assists others processing of liens filed for non-payments.
- Performs computerize maintenance of schedules to properly account for transactions and fixed assets.
- Examines and verifies bank statements; reconciles statements with internal ledgers.
- Provide technical supervision to staff maintaining and compiling computer generated 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 and training 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 and mastery of most 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 advanced governmental accounting practices basic and most technically challenging mathematical/fiscal computer applications.
- Knowledge of advanced governmental budgetary procedures, financial accounting and fund organization.
- Ability to analyze complex transactions and complex reports and make appropriate correcting entries.
- Ability to apply advanced automated 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 the most complex assignments.

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Created	EEOC Code	Overtime Code
9/14	Professionals	Classified