

FINANCE OPERATIONS ASSISTANT SUPERVISOR CCC

Job Code	Pay Grade
18806	CL19

Nature of Work

This is responsible professional supervisory accounting and financial work supervising staff performing 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 formally assist in supervising staff employed to 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 employee in this class is responsible for both assisting in the supervision and operation of a segment of an integrated financial management system, including related computerized processing, maintenance, reporting and retention of complex financial records. The incumbent also performs complex assignments and projects. Work involves the computerized processing, maintenance, reporting and analysis of complex financial records involving budgetary, financial and payroll accounting. Duties require constant interface with a complex automated system, computer programmers and vendors' system analysts. Work further requires independent judgment and initiative in identifying and resolving problems that arise from these activities. Positions are required to assist in the supervision of subordinate employees and to provide training, direction, and instructions to lower level staff. The position reports to a supervisor.

Minimum Qualification Requirements

- 6 years experience in recognized accountant work that includes 1 year of government accounting and supervisory training or experience; or
- Associate's degree (or 2 years of other related college level education) plus 4 years experience as described above; or
- Bachelor's degree in finance, accounting, business administration or other related field plus 2 years experience as described above; or
- Master's degree in finance, accounting, business administration or other related field plus 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.)

- Supervises and assists staff in the accounts receivable, accounts payable or payroll sections of the Finance Department administering complex and critical programs.
- Supervises and assists staff engaged in the pre-audit, post-audit, receipt, and payment of Pinellas County monies.
- Supervises pre-audit of records as to the proper account classification, extensions, totals, coding, authorization, and approvals.
- Evaluates personnel performance, rates accordingly, and counsels the employee as required.
- Develops and enhances computerized processing system applications as related to the overall receipt and disbursement operations.
- Institutes and implements changes to existing systems for receipts, disbursements and payroll as may be required by Federal, State and County laws, rules, and regulations.

FINANCE OPERATIONS ASSISTANT SUPERVISOR CCC (continued)

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Illustrative Tasks (continued)

- Conducts analyses of processed transactions for reasonable accuracy and generates the appropriate correcting or adjusting entries.
- Ensures that receipt, disbursement, capitalized assets, and payroll systems provide for adequate internal accounting controls.
- Coordinates operational and developmental activities with new systems development personnel, and professional accountants involved with short and long-term asset, liability, and equity accounts.
- Supervises, trains, and evaluates subordinates operating Oracle and other CCC relational data processing systems, data entry, and retrieval for both routine and highly specialized computer terminal operations and programming/reprogramming.
- Performs special studies, activities, and projects to increase productivity and improve performance.
- Recruits and assists managers in making personnel decisions on subordinate staff to include leave administration, employee relations, employee training/development, hiring or firing recommendations, office equipment/space distribution, and other important operations decisions.
- 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 and budgetary procedures, financial accounting, and funded processes for organizations.
- Knowledge of data processing principles, methods and practices.
- Knowledge of large and complex segments of a computerized governmental financial management system.
- Ability to apply computer applications and software.
- Ability to communicate and present information effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates and associates.
- Ability to independently analyze data and draw logical conclusions independently; review, and evaluate the work of associates.
- Ability to plan, assign and supervise and evaluate the work of subordinate employees.
- Ability to supervise a large accounting staff responsible major government accounting and finance operations.

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Created	EEOC Code	Overtime Code
9/14	Professionals	Classified/Excluded