

CLERK'S ACCOUNTING SUPERVISOR

Job Code	Pay Grade
18814	CL19

Nature of Work

This is professional supervisory accounting work with responsibility for the management of departmental budgetary, accounting, automation and administrative operations. Employees in this class supervise staff in the Clerk's Accounting group to ensure that work is performed in timely manner, controls are met, and accounts are properly reconciled. Incumbents in this classification are responsible for ensuring that accounting controls and practices are in place and properly adhered to. In addition, they verify and approve accounting related transactions. Work involves the application of generally accepted accounting principles to meet the specialized needs of the department. Duties are performed in accordance with county ordinances, state and federal laws, and established county policies. The incumbent reports to a manager, supervisor or designee.

Minimum Qualifications Requirements

- 6 years experience in accounting, bookkeeping, fiscal, or purchasing work that includes 1 year of governmental accounting and supervisory training or experience; or
- Associate's degree (or 2 years of other related college level education), plus 4 years experience as an accountant that includes 1 year of governmental accounting and supervisory training or experience; or
- Bachelor's degree in accounting, business administration, or other related field, plus 2 years experience in accountant work that includes 1 year of governmental accounting and supervisory training or experience; or
- Master's degree in accounting, business administration, or other related field, plus 1 year of governmental accounting and supervisory training or experience; 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.
- 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 staff engaged in maintaining accounting records including cash books, subsidiary journals and general ledgers; posting entries, making adjusting entries; and preparing financial statements.
- Assists in the formulation, preparation and revision of written procedures, policies, and accounting controls and verifies adherence to established procedures by monitoring the work of accounting staff and customer service staff that handle cash.
- Interacts with internal and external customers in order to answer questions or resolve problems.
- Verifies, audits, and approves various journal entries and wire and book funds transfers utilizing automated accounting systems.
- Manages the processing of month-end account balancing to ensure all assets, liability accounts and monthly bank statements are reconciled.
- Supervises the daily balancing of transactions received from cashiers, daily projection of investment accounts; posting and reconciling of accounts; verification and preparation of jury/witness payrolls and bank account reconciliations.
- Verifies daily and monthly disbursements being provided to the; Clerk's Finance Department, FCCC, Department of Revenue, local municipalities, and other entities.
- Prepares various records and financial reports for; external auditors, child support grant, budget/revenue purposes and for year-end processing.
- Supervises subordinate staff by completing performance reviews, assigning and reviewing work assignments, hiring and firing staff and training new personnel.

CLERK'S ACCOUNTING SUPERVISOR (continued)

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Illustrative Tasks (continued)

- Performs data processing related duties including using statistical packages or programs, which may include Oracle, Odyssey, Munis, or other related computer systems, encoding data, data entry and retrieval and routine computer terminal operations.
- Processes Realauction wire payments and ACH Payments, which require cashiering daily wire and ACH deposits and payments in order to post to the Munis Accounting System and the Odyssey case management system.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of accounting principles, practices and procedures.
- Knowledge of; the FCC Distribution Schedule, laws, rules and regulations controlling accounting and recordkeeping for county government.
- Knowledge of auditing methods, practices and procedures.
- Knowledge of data processing and word processing equipment, practices and procedures and ability to apply such knowledge.
- Ability to analyze financial transactions and to make appropriate adjusting or original journal entries.
- Ability to prepare complete accounting reports and statements of considerable complexity.
- Ability to plan, direct and supervise subordinate staff.
- Ability to develop and update procedure manuals.

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