

TAX COLLECTOR ACCOUNTING & FINANCE SPECIALIST

Job Code	Pay Grade
23044	CL14

Nature of Work

This is highly responsible technical accounting and financial work performing a variety of accounting duties in the maintenance, review, and analysis of complex accounting, financial and statistical records; and other related assignments. Positions in this class provide services in the maintenance and processing of accounting or financial matters and statistical records that are part of a more complex computer automated recordkeeping system. An incumbent in this class processes accounting and financial transactions that require independent judgment in researching and reconciling discrepancies and may include heavy customer contact assignments. The incumbent maintains accounts or ensures accounts are in compliance with federal, state and local laws, rules and regulations. Duties include computerized processing (ex. TaxSys, ABRA, Great Plains, FRVIS, FDLIS). Miscellaneous clerical and other duties may also be performed; however, the primary focus of this series is performance of accounting or finance related activities. Duties typically include reconciling a variety of agency 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. This class is primarily responsible for performance of job tasks involving arithmetical skills, financial and statistical recordkeeping systems relying upon highly automated business systems. Work may involve assistance in development of procedures or techniques to meet specialized needs of the department. The employee exercises independence and finality of action for predefined subject matter functional areas. The position duties require interpretation of multiple guidelines, procedures, and statutes, and troubleshooting and resolution of complex problems. Incumbent refers difficult analysis, policy or procedural questions to a supervisor or manager for resolution. The position reports to a manager or supervisor.

Minimum Qualification Requirements

- 4 years experience in technical accounting work; or
- Associate's degree in accounting, finance, business (or 2 years of related college level education) and 2 years in technical accounting work; or
- Bachelor's degree in accounting, finance, business or other related field; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver License or Florida Commercial Driver 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.)

- Prepares purchase requisitions. Prepares reports on the status of service accounts, bills, invoices, contracts, payments, 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.
- Reconciles payroll earnings, deductions, and payments to the general ledger.
- Oversees the collection, receipt, and disbursement of taxes and fees in accordance with Florida Statutes, rules, and regulations.
- Analyzes and verifies daily edit reports; researches and resolves problems.
- Examines and verifies bank statements; reconciles statements with internal ledgers.
- Verifies validated wire transfer slips to journal entries.
- Processes manual and void checks; prepares back-up documentation for same.
- Monitors and verifies data entered; ensures accuracy of data for reports produced (IRS, FRS, DL, and DMV reports).
- Processes accounts receivable work including invoicing and receipting.
- Answer questions that involve searching for and abstracting financial data from sources and systems that require detailed explanations of county and state policies or procedures referring matters requiring administrative policy decisions to a superior.
- Maintains financial records.
- Develops or assists in efforts to collect and manipulate accounting data and fiscal information; prepare spreadsheets compiling revenue activity and trends for management use; reformats data or create specific reports, charts or graphs.

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Illustrative Tasks (continued)

- Assists in the maintenance of accounting records, posts entries, makes adjusting entries, and prepares statements from accounting records for review.
- Assists staff in solving, or personally respond to, the more complex and difficult inquiries; trains and orients new staff members; reviews and corrects work.
- Serves as back-up to co-workers and higher-level employees; assists in training new employees.
- Directs various levels of personnel within the county structure as to correct methods and procedures to follow (points of contact for all Branch/Tax/Processing Operations staff).
- Tracks incoming revenue and bank deposits, audits daily deposits reconciliations, prepares reconciliation and revenue distribution reports; posts to general ledgers.
- Assists in the review and audit of expenditures (payments, invoices, CWP, Birth Certificates).
- Performs computerized maintenance of schedules to properly account for transactions concerning the departments' fixed assets.
- Assists with technical guidance to staff on proper Tax Collector accounting practices.
- Performs data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval and assist in the development, testing and debugging of new and existing programs.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of basic 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 modern office practices, procedures, and equipment.
- Knowledge of basic mathematical/fiscal computer applications.
- Knowledge of governmental accounting practices, budgetary procedures, financial accounting and fund organization.
- Knowledge of personal computer applications, procedures, and equipment.
- Knowledge of basic 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 transactions and reports and make appropriate correcting entries.
- Ability to analyze data and draw logical conclusions' review and evaluate the work of associates.
- Ability to learn county accounting systems as well as 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.
- Ability to make arithmetical computations quickly and accurately; operate standard office equipment that may include computers, calculators, cash registers, adding machines, and duplicating machines; read, understand and follow written and oral instructions.
- Ability to perform a wide variety of difficult and responsible financial/accounting duties involving a broad range of technical/complex and/or specialized transactions; review and consolidate records from multiple sources and summarize reports, abstracts, and other accounting documents.

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Created	EEOC Code	Overtime Code
10/15	Professionals	Classified