

TAX COLLECTOR ACCOUNTING & FINANCE ANALYST

Job Code	Pay Grade
23048	CL18

Nature of Work

This is professional accounting and financial work supporting multiple agencies and departments that require centralized and comprehensive services for the maintenance and processing of financial accounting, reporting, and record keeping systems covering major operations and activities including, but not limited to, payroll, purchasing activities, accounts payable, and accounts receivable. Duties require constant interface with complex automated systems and technical services. An employee in this class maintains and reviews complex financial records for the operating budgets and maintains accounts and ensures accounts are in compliance with federal, state and local laws, rules and regulations. Work may involve development of accounting procedures or techniques to meet the specialized needs of the department. Independent professional judgment and troubleshooting are used. Duties also include computerized processing, which may include Oracle or other relational data bases, maintenance, reporting and analysis of complex financial systems records. Duties are performed in accordance with county ordinances and laws, state and federal laws, and established policy and procedures. The incumbent reports to a manager or designee.

Minimum Qualifications Requirements

- 5 years experience in recognized accountant work; or
- Associate's degree (or two years of other related college level education), plus 3 years experience as an accountant; or
- Bachelor's degree in accounting, business administration or other related field, plus 1 year experience in accountant work; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- A 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.)

- Supervises and assists staff in the departmental accounts receivable, accounts payable, and/or payroll functions; ensures costs are allocated to proper account, project, etc.
- Supervises staff engaged in the pre-audit, post-audit of revenues, expenditures, account balances, receipt, and payment.
- Supervises pre-audit of records as to the proper account classification, extensions, totals, coding, authorization, and approvals.
- Supervises staff maintaining and compiling computer generated spreadsheets, tracking incoming revenue, auditing daily deposits reconciliations, preparing revenue distribution reports, posting and reconciling funds.
- Maintains the accounting records according to established account classifications including cash books, subsidiary journals, encumbrance accounting and general ledgers; posts entries to these books from supporting records; makes adjusting entries; prepares financial statements, reports, and tax returns required for federal, state and internal purposes, from accounting records.
- Audits 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 data processing related duties including using available statistical packages which may include Oracle or other relational data bases or programs, encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming.
- Researches and conducts specialized studies; makes recommendations to department management.

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Illustrative Tasks (continued)

- Analyzes all departmental revenue and expenditures; sets up yearly books; determines accounts to be used; recommends budget transfers makes adjusting entries.
- Extracts reports; schedules and monitors the flow of financial data and payroll related activities and charges through various modules of the financial accounting system for internal controls and data integrity.
- Examines and verifies bank statements; reconciles statements with internal ledgers.
- Analyzes and verifies daily edit reports; researches, and resolves problems.
- Plans and audits transactions related to asset, liability, equity, revenue and expenditure accounts for compliance.
- Assists in departmental annual audit conducted by independent accounting firm; prepares work papers and trial balance for audit review. Works with external auditors during the audit process.
- Oversees the collection, receipt, and distribution of taxes and fees under Florida Statutes, rules, and regulations. Institutes and implements changes to existing systems as may be required by Federal, State and County laws, rules, and regulations.
- 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.
- Analyzes asset and liability accounts to validate General Ledger balances and accounts and prepares adjusting entries.
- Authorizes and makes transfers of funds by electronic funds transfers to local, state, and federal agencies; some agencies requiring tax returns and/or payment authorization through multiple systems.
- Responds to complaints or disputes and resolves customer and employee concerns.
- Pre-audits transactions related to asset, liability, equity, revenue and expenditure accounts.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles and procedures.
- Knowledge of federal and state payroll and retirement laws.
- Moderate knowledge and skill in operating various computer program and software applications, such as Internet, Microsoft Office software applications, and Internet investigations.
- Knowledge of accounts receivable and accounts payable business practices and procedures including accounting systems, procedures, and source documents including expenditure, revenue, general ledger and related accounting procedures; general bookkeeping, accounting and audit methodology, terminology, and standards.
- Ability to prepare complete accounting reports and statements of moderate complexity.
- Ability to rapidly acquire considerable knowledge of the legal, administrative and procedural regulations encompassing work assignments.
- Ability to analyze complex batch/online reports, online screens, and file dumps.
- Ability to effectively communicate and interact with all levels of employees, including programmer/analysts, production control, departmental users of the financial reports, external auditors, and the State Comptroller's Office.
- Ability to train and guide others on proper Tax Collector accounting practices.
- Ability to learn and produce reports in a fourth generation language.

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Created	EEOC Code	Overtime Code
10/15	Professionals	Classified