


UNIFIED PERSONNEL SYSTEM

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Peggy Rowe
Director

TO: Robert S. LaSala, County Administrator

FROM: Peggy Rowe, Director of Human Resources 

DISTRIBUTION: Mark Woodard, Assistant County Administrator
Paul Cozzie, Bureau Director, Parks & Conservation Resources

SUBJECT: Audit of One (1) Encumbered Accounting Support Specialist Position, BCC/C3059 (pay grade CL11) in the Parks & Conservation Resources Department (PCR)

DATE: **October 4, 2012**

As requested, the Human Resources Department has reviewed the duties and responsibilities assigned the subject position. This position was last audited in the Clerical Cyclic over four years ago.

RECOMMENDATION:

It is our finding that the duties and responsibilities being assigned to the following position are not at the level of the current classification. It is therefore recommended that you either:

- a) Assign duties and responsibilities to the level of the current classification,
- or
- b) Request the Personnel Board reclassify the following position as shown below without benefit of examination, and serve a probationary period as is outlined in Personnel Rule IX.

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C3059	Accounting Supt Spec	CL11	Accountant 1	CL13

ANALYSIS

A more complex scope of work with additional duties and responsibilities previously performed by higher level positions, an Accountant 2 and an Administrative Support Supervisor, are now assigned to this position. This position processes PCR accounts payable invoices including accounting for fixed assets inventory;

I agree with Recommendation b) in this report. Funds are available for implementation.


Robert S. LaSala, County Administrator

10/4/12
Date

**PINELLAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
MEMBER-PINELLAS PARTNERSHIP FOR A DRUG FREE WORKPLACE**

Audit of One (1) Encumbered Accounting Support Specialist Position, BCC/C3059 (pay grade CL11) in
Parks & Conservation Resources Department

coordinates purchasing card workforce processes supporting managers, supervisors, and employees; performs fixed assets inventory coordination assignments, resolves vendor invoicing issues, processes travel expenses, and works as OPUS liaison for the department. This position administers accounting processes covering purchase orders for new equipment/tools/materials/supplies, and tracks departmental assets. In addition, this position prepares records, reports, and accounts for cash receipt payments for services provided to municipalities and other entities. The accounting and administrative responsibilities assigned to this position are consistent with other positions that perform highly responsible accounting work to maintain, review, process, and audit financial records and reports. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Accountant 1, pay grade CL13, (\$36,046-\$56,056).

ACCOUNTANT 1

Job Code	Pay Grade
10130	CL13

Nature of Work

This is highly responsible accounting work in the maintenance, review, processing, and auditing of financial records and reports. An employee in this class maintains accounts or ensures accounts are in compliance with federal, state and local laws, rules and regulations. Duties may also include computerized processing, which may include Oracle or other relational databases, maintenance, reporting, and analysis of complex financial records. Work may involve assistance in development of procedures or techniques to meet specialized needs of the department. Duties may include supervising subordinate clerical personnel. Duties are performed in accordance with county laws and established policy and procedures.

Minimum Qualifications 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

- 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.)

- Assists in the maintenance of accounting records according to established account classifications including cash books, subsidiary journals and general ledgers; posts entries from supporting records; makes adjusting entries; prepares statements from accounting records for review.
- Monitors expenditures for capital outlay; sets up yearly books; determines accounts to be used; recommends budget transfers.
- Develops, prepares and monitors the department budget; reviews, audits and approves expenditures.
- Prepares purchase requisitions, which includes amounts, general description, suggested vendor; prepares detailed bid specifications for capital outlay equipment, service contracts and agreements.
- Monitors and verifies data entered into an automated accounting system; ensures accuracy of data for reports produced.
- May perform data processing related duties including using available statistical packages or programs encoding data which may include Oracle or other relational data bases, data entry and retrieval and routine computer terminal operations and programming/reprogramming.
- Researches and conducts specialized studies; makes recommendations to immediate supervisor.
- May supervise subordinate clerical and technical staff involved in payroll preparation, personnel transactions, as well as supporting accounting and budgetary functions.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Audits progress payments for construction projects, prepares pay estimates and retainage logs.
- Revises, develops, coordinates, and implements policies and procedures pertaining to associated areas.
- May assist with training and directing various levels of personnel within the county structure as to correct methods and procedures to follow.
- Performs related work as assigned or required.

ACCOUNTANT 1 (continued)

Job Code	Pay Grade
10130	CL13

Knowledge, Skills, and Abilities

- Knowledge of accounting principles, procedures and practices.
- Knowledge of the laws, rules and regulations controlling budgetary recordkeeping for government agencies.
- Knowledge of auditing methods, practices and procedures.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of data processing, principles, procedures and equipment.
- Ability to assist in preparation of accounting reports and statements.
- Ability to meet deadlines and to work under pressure and under a heavy workload.
- Ability to analyze transactions, identify errors, and make adjusting journal entries when necessary.
- Ability to interpret oral and written instructions.
- Ability to plan, organize and supervise the work of others.
- Ability to provide information and instructions correctly and concisely, orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
6/07	Professionals	Classified