



Finance Operations Clerk

Category: Classified
Pay Grade: C17
Job Code: 18792

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs entry to intermediate level accounting and financial work processing and recording financial transactions covering a variety of Pinellas County Clerk of the Circuit Court (CCC) office operations; provides support for multiple agencies and department 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 clerical finance administration, and projects; oversees the pre-audit and computerized processing of financial transactions, and performs these duties with independence and limited supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Performs broad range of accounting and financial assignments for the CCC Finance Division supporting County agencies and departments;
- Monitors and verifies data entered into an automated accounting system including the extraction of reports;
- Researches, balances, reconciles, and corrects entries for the general ledger and accounts receivable customer sub-ledger accounts;
- Audits entries posted to the accounts receivable module and checks validity of entries made to revenue accounts;
- Performs routine analyses or balances processed receipts, disbursements, or payroll transactions to ensure accuracy of the financial records and prepares appropriate correcting entries;
- Maintains records to track travel advances and reimbursements until travel is complete and final reimbursements are made and monitors travel agency statements to travel statements submitted by employees;
- Performs accounting functions such as posting, auditing, accounts balancing, and preparing special reports;
- Analyzes statistical, fiscal, and payroll records and reports, applies prorated schedules to records to determine operating cost for various activities, and assists in preparing financial statements;
- Performs data processing related duties including using available statistical packages or programs, encoding data, data entry, and retrieval and routine computer terminal operations or programming/reprogramming;
- Identifies, documents, tracks, and reports on capital expenses;
- Processes returned, reissued, and canceled checks;
- Handles mail distribution and check preparation and sending;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Two (2) years of experience in recognized accounting and finance work that includes practical use of computer equipment; or an Associate's degree (or two (2) years of other related college level education) related to finance, accounting, business administration, or related field and practical use of computer equipment; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively, after a candidate meets the minimum qualifications to an in-line career ladder position within the same organization or department.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of governmental accounting practices;
- Knowledge of modern office practices, procedures, and equipment;
- Knowledge of governmental budgetary procedures, financial accounting, and fund organization;
- Skill in data entry;
- Ability to understand, explain, and apply personnel rules and regulations in relation to financial accounting;
- Ability to effectively communicate orally and in writing;
- Ability to use small office equipment and computers.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.