



Finance Operations Technician

Category: Classified
Pay Grade: C19
Job Code: 18794

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 highly technical accounting and financial work analyzing, processing and recording financial transactions covering a variety of Pinellas County Clerk of the Circuit Court (CCC) office operations; provides a wide-range of administrative and technical 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 administration and projects; processes financial transactions.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Performs highly technical accounting and assignments for the CCC Finance Division supporting County agencies and departments;
- Processes county-wide accounts receivable work including invoicing and receipting;
- Reviews, audits, and reconciles invoices to purchase orders, quotes, and blanket contract agreements and expense report reimbursement requests;
- Reviews journal vouchers completed by other staff, analyzes and researches problems, and corrects discrepancies;
- Analyzes and verifies daily edit reports and researches and resolves problems;
- Reconciles final employee payroll payments and reconciles total to the computerized Payroll Register net accounts;
- Oversees the collection, receipt, and disbursement of support monies in accordance with Florida Statutes, rules, and regulations;
- Oversees the processing of liens filed for non-payment of support;
- Serves as alternate or back-up to staff and assists in training new employees as well as may serve as back-up for higher-level employees;
- Processes court system invoices for payment, maintains Public Defender Lien System, compiles and reconciles monthly reports of fees, and generates report for repayment from state;
- Performs computerized maintenance of schedules to properly account for transactions concerning the County's fixed assets;
- Performs data processing related duties including using available statistical packages or programs, encoding data, data entry, and retrieval and assists in the development, testing, and debugging of new and existing programs;
- Identifies, documents, tracks, and reports on capital expenses;
- Examines and verifies bank statements and reconciles statements with internal ledgers;
- Processes new hires, terminations, promotions/demotions, and GRE transfers;
- Exports, reviews, analyzes, and verifies daily and weekly reports to ensure all invoice holds, rejections, or issues are researched and resolved in a timely manner;

- Performs electronic data transfers of miscellaneous templates from various departments;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of experience in governmental accounting, bookkeeping, purchasing, or finance support and practical use of computer equipment; or an Associate's degree and one (1) year of experience as described above or three (3) years of other related college level education in accounting, business administration, or related field that include 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 large governmental accounting practices and budgetary procedures, financial accounting, and fund organization;
- Knowledge of modern office practices, procedures, and equipment;
- Knowledge of personal computer applications, procedures, and equipment;
- Skill in data entry;
- Ability to apply computer applications and software;
- Ability to analyze transactions and reports and make appropriate correcting entries;
- Ability to effectively communicate orally and in writing.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- 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.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.