



Finance Operations Analyst

Category: Classified
Pay Grade: C23
Job Code: 18804

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 professional accounting and financial assignments covering a variety of County Clerk of the Circuit Court (CCC) office tasks to support operations and for overall maintenance and review of accounting, financial statistical records, payments, receipts, fixed assets administration, and the accountability for County financial operations; supports multiple agencies and departments 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 finance administration and projects.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Performs as an individual contributor with a primary role for complex and critical programs completing assignments, accounting tasks, reviews, and examining systems data or information implementing procedures and administrative steps for a recognized complex and more difficult combination of assignments or subject matters determined essential to CCC finance operations;
- Analyses and initiates action to address the financial and accounting transactions for one or more well-defined CCC operations, programs, support systems, or overall CCC reporting activity on a combination of regular, highly complex, and advanced assignments, for example, establishes or programs automated accounting OPUS templates, makes banking statement/exception system corrections, or completes operations-wide analysis and financial reconciliations related to major corrections in CCC financial records and resources;
- Maintains and audits CCC accounting records, payroll, invoices, billings, purchase orders, reports, and other records according to established account classifications including cash books, subsidiary journals, encumbrance accounting, inventory/property tracking systems, and general ledgers, posts entries to these record systems or books from supporting records, makes adjusting entries, and prepares reports and financial statements;
- Identifies, documents, tracks, analyses, and reports on capital expenses;
- Audits CCC ledger accounts, payrolls, and invoices of departments for mathematical correctness and legal compliance, examines and verifies all revenues from all sources, and reconciles book balances with bank balances;
- Performs CCC initiated research and special projects;
- Reviews and monitors federal and state grant agreements and prepares financial assistance schedule for routine, periodic, quarterly, and annual financial reports;
- Monitors expenditures for capital outlay, sets up yearly books, determines accounts, and recommends fund transfers;
- Examines and verifies bank statements and reconciles statements with internal ledgers;
- Develops, prepares, and monitors the department funds and audits and approves expenditures;
- May prepare and assist others to prepare purchase requisitions, vendor contacts/relations and prepares detailed bid specifications for capital outlay equipment, service contracts, and agreements;

- Maintains, administers, and operates Oracle and other CCC relational data processing systems, data entry, and retrieval for both routine and highly specialized computer terminal operations and programming/reprogramming;
- Audits progress payments for construction projects, prepares pay estimates, and progress payment logs;
- Analyzes and verifies daily edit reports, researches, and resolves problems;
- Oversees the collection, receipt, and disbursement of funds under Florida Statutes, rules, and regulations;
- Oversees and assists others processing of liens filed for non-payments;
- Performs computerized maintenance of schedules to properly account for transactions and fixed assets;
- Examines and verifies bank statements; reconciles statements with internal ledgers;
- Provides technical supervision to staff maintaining and compiling computer-generated spreadsheets, tracking incoming revenue, auditing daily deposits reconciliations, preparing daily deposits and reconciliation and revenue distribution reports, unit budgets, posting, and reconciling funds, department budgets, and revenue ledgers;
- Reviews, uploads, and posts budget amendments, resolutions, and actual and encumbrance journal vouchers;
- Checks for call center requests and processes accordingly;
- Processes unclaimed funds;
- May provide work and training instructions to subordinate clerical and technical staff involved in payroll preparation, personnel transactions, as well as other administrative support for accounting and finance operations functions;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) years of experience in semi-professional government accounting, bookkeeping, purchasing, or finance support using a personal computer and state-of-the art software applications with preference given to candidates who successfully completed 12 or more college level credit hours in accounting and finance courses; or an Associate's degree in accounting, business administration, or related field and three (3) years of experience as described above; or a Bachelor's degree and one (1) year of experience as described above; 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge and mastery of most advanced 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 and general bookkeeping, accounting, and audit methodology, terminology, and standards;
- Knowledge of advanced governmental accounting practices, and basic and most technically challenging mathematical/fiscal computer applications;
- Knowledge of advanced governmental budgetary procedures, financial accounting, and fund organization;
- Ability to analyze complex transactions and complex reports and make appropriate correcting entries;
- Ability to apply advanced automated accounting systems as well as to train and guide others on how 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, and communicate effectively by phone or in person;

- Ability to establish and maintain effective working relationships with others providing guidance and instruction to others in completion of the most complex assignments;
- Ability to use small office equipment and computers.

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:

- 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.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- 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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.