



## **Finance Operations Supervisor CCC**

**Category:** Exempt  
**Pay Grade:** 150  
**Job Code:** 18808

*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**

This is highly responsible professional supervisory accounting and financial work supervising staff performing a variety of Pinellas 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. Positions in this class supervise staff employed to support 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. An employee in this class is responsible for the supervision and operation of a segment of an integrated financial management system, including related computerized processing, maintenance, reporting and retention of complex financial records. Work involves the computerized processing, maintenance, reporting and analysis of complex financial records involving budgetary, financial and payroll accounting. Duties require constant interface with a complex automated system, computer programmers and vendors' system analysts. Work further requires independent judgment and initiative in identifying and resolving problems that arise from these activities. Positions are required to supervise subordinate employees and to provide training, direction, and instructions to lower level staff. The position reports to a senior manager.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Supervises staff in the accounts receivable, accounts payable or payroll sections of the Finance Department administering complex and critical programs;
- Supervises staff engaged in the pre-audit, post-audit, receipt and payment of county monies;
- Supervises pre-audit of records as to the proper account classification, extensions, totals, coding, authorization, and approvals;
- Evaluates personnel performance, rates accordingly, and counsels the employee as required;
- Develops and enhances computerized processing system applications as related to the overall receipt and disbursement operations;
- Institutes and implements changes to existing systems for receipts, disbursements and payroll 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;
- Coordinates operational and developmental activities with new systems development personnel, and professional accountants involved with short and long-term asset, liability, and equity accounts;

- Serves as the primary point of contact for assisting and resolving payroll system issues for all Oracle payroll users in Pinellas County;
- Supervises, trains, and evaluates subordinates operating Oracle and other CCC relational data processing systems, data entry, and retrieval for both routine and highly specialized computer terminal operations and programming/reprogramming;
- Provides the management team with year-end audit work-papers to assist in the compilation of accurate financial reporting on payroll expenses and liabilities;
- Assists in developing and presenting policies, procedures, and training to all levels of staff as well as departments;
- Recruits and assists managers in making personnel decisions on subordinate staff to include leave administration, employee relations, employee training/development, hiring or firing recommendations, office equipment/space distribution, and other important operations decisions;
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Seven (7) years of experience in recognized accountant work that includes one (1) year of government accounting and supervisory training or experience; or Associate's degree (or two (2) years of other related college level education) plus five (5) years of experience as described above; or Bachelor's degree in finance, accounting, business administration or other related field plus three (3) years of experience as described above; or Master's degree in finance, accounting, business administration or other related field plus one (1) year 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 highly desirable 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; general bookkeeping, accounting and audit methodology, terminology and standards;
- Knowledge of advanced governmental accounting practices and budgetary procedures; financial accounting, and funded processes for organizations;
- Knowledge of data processing principles, methods and practices;
- Knowledge of large and complex segments of a computerized governmental financial management system;
- Ability to apply computer applications and software;
- Ability to communicate and present information effectively both orally and in writing;
- Ability to establish and maintain effective working relationships with subordinates and associates;
- Ability to independently analyze data and draw logical conclusions independently; review, and evaluate the work of associates;
- Ability to plan, assign, supervise, and evaluate the work of subordinate employees; and
- Ability to supervise a large accounting staff responsible for major government accounting and finance operations.

## **PHYSICAL/MENTAL DEMANDS**

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **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.
- **Visual Acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.

### **WORKING CONDITIONS**

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