



## **Accounting & Finance Technician**

**Category:** Classified  
**Pay Grade:** C18  
**Job Code:** 10100

*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 complex accounting and financial work performing a variety of accounting duties related to the maintenance and review of accounting, financial and statistical records; and other related administrative assignments. Positions in this class provide support services in the maintenance and processing of accounting or financial matters and statistical records that are part of a more complex computer automated recordkeeping system. An incumbent in this class processes accounting and financial transactions that require independent judgment in researching and reconciling discrepancies and may include heavy customer contact assignments. Miscellaneous clerical and other duties may also be performed; however, the primary focus of this series is performance of accounting or finance related support activities. Duties typically include reconciling a variety of agency or departmental accounts, preparing reports, forms, or formats for reporting plus retaining data and preparing and processing accounting records, statements or transactions using a variety of accounting support systems and documentation. This class differs from the office job class series in that the accounting and finance class is primarily responsible for performance of job tasks involving arithmetical skills, financial and statistical recordkeeping systems relying upon highly automated business systems. Work differs from lower level classes in that at this level the employee exercises independence and finality of action for predefined subject matter functional areas. Incumbent refers difficult analysis, technical policy or procedural questions to a more senior staff for resolution. The position duties require interpretation of multiple guidelines or procedures and resolution of complex problems. This is the journey level in the class series. Positions may provide direction and instruction to lower level accounting staff and may act as a group lead for one or more support staff. The position reports to a manager or supervisor.

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

- Prepares reports on the status of service accounts, bills, invoices, contracts, payments, grants, fee receipts, entitlements and reimbursed programs, accounts receivable, accounts payable, and trust accounts and prepares regular reports of revenues and expenditures submitted from a wide range of sources;
- Provides front desk assistance, serving as receptionist and offering customer support for internal and external customers;
- Accepts and processes payments received and troubleshoots billing errors;
- Answers questions that involve searching for and abstracting technical data from sources and systems that require detailed explanations of County policies or procedures referring matters requiring administrative policy decisions to a superior;
- Develops or assists in efforts to collect and manipulate accounting data and fiscal information, prepares spreadsheets compiling revenue activity and trends for management use, and reformats data or creates specific reports, charts, or graphs;
- Assists staff in solving, or personally responds to, more complex and difficult inquiries, trains and orients new staff members, and reviews and corrects work;
- Analyzes and verifies daily edit reports and researches and resolves problems;

- Verifies validated wire transfer slips to journal entries;
- Processes manual and void checks and prepares back-up documentation for same;
- Oversees the collection, receipt, and disbursement of funds in accordance with Florida Statutes, rules, and regulations;
- Oversees the processing of liens filed for non-payments;
- Serves as back-up to co-workers, assists in training new employees, and may serve as back-up for higher-level employees;
- Performs computerized maintenance of schedules to properly account for transactions concerning the agency or department's fixed assets;
- Processes travel claims and requisitions in OPUS and performs related data processing;
- May perform 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;
- Examines and verifies bank statements and reconciles statements with internal ledgers;
- Provides technical supervision to staff, maintaining and compiling computer-generated spreadsheets, tracking incoming revenue, auditing daily deposit reconciliations, preparing daily deposits, reconciliation and revenue distribution reports, and unit budgets, posting, and reconciling funds, department budgets, and revenue ledgers;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Two (2) years of experience in government accounting, bookkeeping, purchasing, or finance support and practical use of computer equipment; or an Associate's degree (or two (2) years of other related college level education) in 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of basic 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 basic mathematical/fiscal computer applications;
- Knowledge of governmental accounting practices;
- Knowledge of governmental budgetary procedures, financial accounting, and fund organization;
- Knowledge of modern office practices, procedures, and equipment;
- Knowledge of personal computer applications, procedures, and equipment;
- Knowledge of basic methods, practices, and terminology of fiscal record keeping, basic business mathematics, checks, money orders, and other common negotiable instruments and their proper validation and endorsement, common methods of balancing cash and checks against records of receipt, methods of handling, recording, and controlling monies received and disbursed;
- Ability to analyze data and draw logical conclusions and review and evaluate the work of associates;
- Ability to analyze transactions and reports and make appropriate correcting entries;
- Ability to learn county accounting systems as well as 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;
- Ability to make arithmetical computations quickly and accurately, operate standard office equipment that may include computers, calculators, cash registers, adding machines, and duplicating machines, and read, understand, and follow written and oral instructions;
- Ability to perform a wide variety of difficult and responsible financial/accounting duties involving a broad range of technical/complex and/or specialized transactions and review and consolidate records from multiple sources and summarize reports, abstracts, and other accounting documents.

#### **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. 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 recordings 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.