



## **Accounting & Finance Clerk**

**Category:** Classified  
**Pay Grade:** C15  
**Job Code:** 10108

*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 entry level common accounting and financial clerical work performing a variety of accounting duties related to the maintenance and review of accounting, financial and statistical records; and other related administrative assignments including work requiring heavy customer contact on accounts. Positions in this class perform and assist other staff to 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 business recordkeeping system. An incumbent in this class processes or assists others to process accounting and financial transactions that requires 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 and 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 and related computer business systems administered transactions. Work differs from other job classes in that the employee spends a majority of time performing accounting and finance tasks. Incumbent refers difficult analysis, technical policy or procedural questions to a more senior staff.

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

- Assists in preparation of reports on the status of service accounts, bills, invoices, contracts, payments, grants, fee receipts, entitlements and reimbursed programs, accounts receivable, accounts payable, trust accounts; and prepares routine regular reports of revenues and expenditures submitted from a wide range of sources;
- Answer 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 more senior staff;
- Develops or assists in efforts to collect and manipulate accounting data and fiscal information; prepares spreadsheets compiling revenue activity and trends for management use; reformats data or create specific reports, charts or graphs;
- Assists staff in resolving, or personally responds to inquiries; and assists staff members to review and correct work;
- Analyzes and verifies daily edit reports, researches and resolves problems;
- Verifies validated wire transfer slips to journal entries;
- Processes manual and void checks as well as prepares back-up documentation for same;
- Oversees the collection, receipt and disbursement of funds in accordance with Florida Statutes, rules and regulations;

- Processes or assists others to process liens filed for non-payments;
- Serves as back-up to co-workers and may serve as back-up for higher-level employees;
- Performs computerize maintenance of schedules to properly account for transactions concerning the county's fixed assets;
- May perform data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval and assist in the development, testing and debugging of new and existing programs;
- Examines and verifies bank statements; reconciles statements with internal ledgers;
- Provide 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 and revenue ledgers;
- Performs related work as assigned or required.

### **QUALIFICATIONS**

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

One (1) year experience in recognized finance/accounting work that includes training or experience in automated accounting and data processing; or one (1) year of formal training (or one (1) year of directly related college level education) in finance, accounting, business administration or related field; 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; 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;
- 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;
- Ability to prepare routine and special financial reports;
- Ability to communicate effectively by phone or in person;
- Ability to establish and maintain effective working relationships with others;
- Ability to 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;
- Ability to make arithmetical computations quickly and accurately; operate standard office equipment that may include computers, calculators, cash registers, adding machines, and duplicating machines;

- Ability to read, understand and follow written and oral instructions;
- Ability to perform a wide variety of financial/accounting duties involving a broad range of technical transactions; 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.