



Accounting Services Coordinator

Category: Classified
Pay Grade: C25
Job Code: 10146

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 work in the development, implementation, and maintenance of financial accounting management systems to include processes and/or databases and more difficult accounting duties in financial and operational accounting management within assigned areas.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Implements, monitors, and maintains policies and procedures, trend analysis, process review, financial statement analysis, procurement oversight, and regulatory requirements;
- Implements, monitors, and maintains a financial account and management information system, which may include computer, relational data bases for internal controls, data integrity, and the safeguarding of assets;
- Tracks and monitors activities between operating divisions to identify information processing needs, troubleshoots application problems, and produces statistical reports and graphs for management review;
- Participates in budget execution and preparation;
- Conducts internal accounting and system audits and prepares reports and submits recommendations for management review;
- Compiles data to produce end user, documentation, and application procedures manuals and trains staff;
- Develops accounting policies, procedures, and automation standards;
- Researches and recommends expenditures of departmental funds, monitors contracts and consultants, and administers contracts for payments to vendors;
- Provides guidance to senior managers on expenditures while monitoring cost centers for the overall budget and conducts ongoing analyses of expenditures;
- Arranges and attends meetings;
- Processes payroll and prepares and submits payments to the IRS;
- Creates accounts receivable invoices and processes cash receipts;
- May supervise accounting staff, conduct performance reviews, and recommend discipline when appropriate;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of experience in progressively responsible professional accounting work covering a complex computerized accounting system that includes one (1) year of supervisory training or experience; or an Associate's degree in accounting, finance or a related field with course work in computer science and accounting plus four (4) years professional experience that includes one (1) year of supervisory training or experience; or a Bachelor's degree in accounting or a related field plus two (2) years of professional experience that includes one (1) year of supervisory training or experience; or a Master's degree in accounting or a related field plus one (1) year of professional experience that includes supervisory training or experience; 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 accounting principles and skill in implementing such knowledge;
- Knowledge of internal accounting controls;
- Knowledge of and skill in use of data processing and word processing computer software, including data collection, input, analysis, and dispersal;
- Knowledge of public administration principles and practices;
- Skill in applying basic computer applications;
- Ability to plan, assign, supervise, and evaluate the work of assigned personnel and establish and maintain effective working relationships with superiors, employees, and others;
- Ability to develop, update, and collate data for procedure and operation manuals;
- Ability to communicate technical information in a manner understandable to superiors, subordinates, and the interested public;
- Ability to produce reports from multiple software applications.

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 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.