



Fiscal Records Specialist, Senior

Category: Classified
Pay Grade: C18
Job Code: 18726

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 complex clerical financial work reviewing, processing, and recording specialized records with substantial financial impact in an automated office environment; processes financial transactions which require independent judgment in researching and reconciling discrepancies; may act as group leader over assigned areas; researches problems and recommends resolutions for approval; exercises independence and finality of action for a major area.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Balances cash registers daily and compiles multiple cash reports and records;
- Conducts difficult investigations and audits to resolve problems from misapplied funds, improper validations, and improper application of liens;
- Oversees the collection, receipt, and disbursement of support monies in accordance with Florida Statutes, rules, and regulations;
- Oversees the processing of liens filed for non-payment of support;
- Briefs and explains office policies and procedures to new employees, assists supervisors in personnel and departmental policies and procedures, maintains correspondence, prepares departmental reports, and assists in collecting data for budget preparation;
- May act as group leader over assigned functional areas or supervise subordinate personnel engaged in clerical, accounting, or other fiscal activities;
- 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;
- Trains and oversees personnel;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of experience in governmental accounting and practical use of computer equipment; or an Associate's degree in accounting, business, or public administration, or a related field and one (1) year of experience in governmental accounting, bookkeeping, purchasing, or related work; 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 governmental accounting practices;
- Knowledge of data processing procedures and equipment;
- Knowledge of bookkeeping and accounting principles, business English, and arithmetic;
- Knowledge of laws, rules, and regulations governing the processing of state and County support payments;
- Knowledge of modern office practices, procedures, and equipment;
- Skill in the operation of CRT, PCs, and other related equipment;
- Ability to analyze transactions and reports and make appropriate correcting entries;
- Ability to plan, organize, and train accounting and/or clerical personnel;
- Ability to understand, explain, and apply accounting and departmental rules and regulations;
- 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:

- 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.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.