



Finance Operations Assistant Supervisor CCC

Category: Classified/Excluded
Pay Grade: C27
Job Code: 18806

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 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; assists in supervising staff employed to support multiple agencies and departments operations that require centralized and comprehensive services for maintenance and processing of countywide finance, accounting, reporting, and recordkeeping systems covering major operations and activities including, but not limited to, countywide payroll; performs contract administration, purchasing activities, court/judicial finances, accounts payable, accounts receivable, and other complex finance administration and projects; assists in 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; performs complex assignments and projects; handles the computerized processing, maintenance, reporting, and analysis of complex financial records involving budgetary, financial, and payroll accounting; maintains constant interface with a complex automated system, computer programmers, and vendors' system analysts; assists in the supervision of subordinate employees and to provide training, direction, and instructions to lower level staff.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Supervises and assists staff in the accounts receivable, accounts payable, or payroll sections of the Finance Department administering complex and critical programs;
- Supervises and assists 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 payrolls 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;

- Supervises, trains, and evaluates subordinates operating Oracle and other CCC relational dataprocessing systems, data entry, and retrieval for both routine and highly specialized computerterminal operations and programming/reprogramming;
- Performs special studies, activities, and projects to increase productivity and improve performance;
- Recruits and assists managers in making personnel decisions on subordinate staff to include leave administration, employee relations, employee training/development, hiring or firingrecommendations, office equipment/space distribution, and other important operationsdecisions;
- Performs system testing as assigned;
- Reviews deduction orders for compliance and accuracy and prepares responses;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of experience in recognized accountant work that includes one (1) year of government accounting and supervisory training or experience; or an Associate's degree or two years of other related college level education plus four (4) years of experience as described above; or a Bachelor's degree in finance, accounting, business administration, or other related field plus two (2) years of experience as described above; or a Master's degree in finance, accounting, business administration, or other related field plus one (1) year of 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 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 and 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 and review and evaluate the work of associates;
- Ability to plan, assign and supervise and evaluate the work of subordinate employees;
- Ability to supervise a large accounting staff responsible major government accounting and finance operations.

PHYSICAL/MENTAL DEMANDS

This work 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.
- 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.