



Clerk's Accounting Supervisor

Category: Exempt
Pay Grade: 150
Job Code: 18814

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 professional supervisory accounting work with responsibility for the management of departmental budgetary, accounting, automation and administrative operations. Employees in this class supervise staff in the Clerk's Accounting group to ensure that work is performed in a timely manner, controls are met, and accounts are properly reconciled. Incumbents in this classification are responsible for ensuring that accounting controls and practices are in place and properly adhered to. In addition, they verify and approve accounting related transactions. Work involves the application of generally accepted accounting principles to meet the specialized needs of the department. Duties are performed in accordance with county ordinances, state and federal laws, and established county policies. The incumbent reports to a manager, supervisor or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Supervises staff engaged in maintaining accounting records including cash books, subsidiary journals and general ledgers; posting entries, making adjusted entries; and preparing financial statements;
- Assists in the formulation, preparation and revision of written procedures, policies, and accounting controls and verifies adherence to established procedures by monitoring the work of accounting staff and customer service staff that handle cash;
- Interacts with internal and external customers in order to answer questions or resolve problems;
- Verifies, audits, and approves various journal entries and wire and book funds transfers utilizing automated accounting systems;
- Manages the processing of month-end account balancing to ensure all assets, liability accounts and monthly bank statements are reconciled;
- Supervises the daily balancing of transactions received from cashiers, daily projection of investment accounts; posting and reconciling of accounts; verification and preparation of jury/witness payrolls and bank account reconciliations;
- Verifies daily and monthly disbursements being provided to the Clerk's Finance Department, FCCC, Department of Revenue, local municipalities, and other entities;
- Prepares various records and financial reports for external auditors, child support grants, budget/revenue purposes and for year-end processing;
- Supervises subordinate staff by completing performance reviews, assigning and reviewing work assignments, hiring and firing staff and training new personnel;
- Performs data processing related duties including using statistical packages or programs, which may include Oracle, Odyssey, Munis, or other related computer systems, encoding data, data entry and retrieval and routine computer terminal operations;
- Processes Real auction wire payments and ACH Payments, which require cashiering daily wire and ACH deposits and payments in order to post to the Munis Accounting System and the Odyssey case management system;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School diploma or an acceptable equivalency diploma (GED) with six (6) years of experience in accounting, bookkeeping, fiscal, or purchasing work that includes one (1) year of governmental accounting and supervisory training or experience; or Associate's degree (or two (2) years of other related college level education) plus four (4) years of experience as an accountant that includes one (1) year of governmental accounting and supervisory training or experience; or Bachelor's degree in accounting, business administration or other related field plus two (2) years of experience in accountant work that includes one (1) year of governmental accounting and supervisory training or experience; or Master's degree in accounting, business administration or other related field plus one (1) year of governmental accounting and 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.
- Rotating shift, weekend, holiday, and overtime schedules.
- Employee's name must not appear on the Health and Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of accounting principles, practices and procedures;
- Knowledge of the FCC Distribution Schedule, laws, rules and regulations controlling accounting and recordkeeping for county government;
- Knowledge of auditing methods, practices and procedures;
- Knowledge of data processing and word processing equipment, practices and procedures and ability to apply such knowledge;
- Ability to analyze financial transactions and to make appropriate adjusting or original journal entries;
- Ability to prepare complete accounting reports and statements of considerable complexity;
- Ability to plan, direct and supervise subordinate staff;
- Ability to develop and update procedure manuals.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. 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.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- 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.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.