

Florida State Courts System Class Specification

Class Title: Accountant III

Class Code: 6604

[Pay Grade 18](#)

General Description

The essential function of the position within the organization is to perform complex accounting functions in compliance with generally accepted accounting principles. The position is responsible for analyzing and reconciling accounts, preparing and processing related information, maintaining financial records and reports, auditing, processing accounts payable and/or receivable, and approving purchase card charges. The position works under the general supervision of a program supervisor; decides how to complete tasks.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Reconciles, on a monthly basis, Florida Accounting and Information Resource (FLAIR) reports with the state of Florida comptroller ledgers, and maintains, using FLAIR, general accounting records for a variety of state court system funds, including general revenue, grants and donations, trust funds, and administered funds.

Prepares and processes bank deposits; monitors and reconciles tracking systems for revenue received/collected.

Processes invoices for payment, including researching invoice payment status and requisition reconciliation with applicable invoices; creates, processes and renews contracts for services such as mediator, hearing officer or court interpreter contracts.

Performs general accounting functions such as collecting money due, reconciling revenue transactions, auditing accounts, processing vouchers, assisting in the budget process, processing purchase orders, or preparing bills.

Approves final level purchase card charges and reconciles monthly purchasing card reports for proper documentation.

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Researches and analyzes financial and accounting records to determine sequence of operations and required account resolutions; recommends and/or implements resolutions as needed.

Provides assistance to staff with travel arrangements; processes/audits travel vouchers and prepares travel documents.

Processes paperwork for new inventory received; resolves discrepancies, tags items and enters data into database; conducts inventory of capital assets.

Interacts with vendors to verify accounting information and resolve invoice-related issues; communicates with other departments or agencies to resolve issues.

Performs clerical functions such as processing mail, maintaining calendars/books, preparing manuals, performing data entry, setting up and maintaining file/record systems, preparing spreadsheets or filing.

Provides customer service to court staff and the public via telephone and in person; provides information or directs persons to appropriate personnel or department; assists with facility issues and maintenance work orders.

Gathers and maintains data/information to support routine and special accounting reports; submits/distributes reports to appropriate departments/agencies.

Reviews source documents in My Florida Market Place (MFRP).

Acts as Exception Handler and Invoice Manager which includes auditing and final approver

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compiles, examines, or evaluates data or information and possibly recommends action based on results. Ability to use FLAIR and any other appropriate State or County budget program. Ability to analyze financial data.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

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Provides assistance to internal/external customers to achieve task completion; may instruct or assign duties to coworkers.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the accounting for moderate amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of basic math, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads journals and manuals; composes specialized financial reports using proper format and grammar; speaks to groups of coworkers and people outside the organization.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with minor impact - affects only those in immediate work area.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such

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as computers, peripherals, or software programs such as word processing, spreadsheets or custom accounting applications.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in accounting, finance, computer operations or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Two years of related experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None