

# **Florida State Courts System Class Specification**

**Class Title: Accountant I**

**Class Code: 6602**

[Pay Grade 14](#)

## **General Description**

The essential function of the position within the organization is to provide accounting, clerical and customer service support. The position is responsible for assigned accounting, clerical and customer service tasks. The position works under general supervision according to some procedures and decides how and when 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.)

Processes accounts payable; audits and processes invoices for professional services provided to the courts.

Greets visitors to the Finance and Accounting unit provides routine information and directs persons to appropriate area/department or personnel.

Answers department telephones, addresses questions and provides information, directs callers to appropriate personnel and takes and distributes messages.

Performs clerical tasks, such as preparing mailings, performing data entry, typing correspondence, schedules, memos or similar materials, maintaining office supply inventory or faxing.

Performs research as required to ensure accuracy of information on invoices and expense reports; audits and processes paperwork in compliance with department guidelines and procedures.

Monitors leave liability for designated State Courts System employees; processes and maintains employee Notary Public renewals.

Processes warrant cancellations, stop payments, and photocopy and duplicate warrant requests into FLAIR System.

Assists with special projects as directed.

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Responsible for preparing daily voucher files, the disbursing of warrants to vendors and payroll checks. Maintains records for all financial documents.

### **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.

Collects, classifies, and formats data or information; computes or performs arithmetic operations using data or information.

#### **People Responsibility:**

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

Provides assistance to people to achieve task completion.

#### **Assets Responsibility:**

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

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small 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 bookkeeping, and mathematical reasoning necessary to carry out requirements, application of fractions, 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 technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar. Effective verbal, written, and listening communication skills.

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### **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. Ability to maintain a high level of accuracy and confidentiality concerning financial documents.

### **Impact of Decisions/Errors:**

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. Impact of errors affects the work unit, other units, and external customers.

### **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 general office equipment, machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing or custom accounting applications. Requires the ability to use and apply technology.

## **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.

None

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### **Licenses, Certifications, and Registrations Required:**

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

None