

# Florida State Courts System Class Specification

**Class Title: Accountant IV**

**Class Code: 6610**

[Pay Grade 20](#)

## **General Description**

The essential function of the position within the organization is to perform advanced accounting functions in compliance with generally accepted accounting principles. The position is responsible for purchasing, analyzing and reconciling accounts, preparing and processing related information, maintaining financial records, posting, auditing, processing accounts payable and/or receivable, and preparing financial reports. The position works under general supervision independently developing work methods and sequences.

## **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.)

Works independently reconciling, on a monthly basis, Florida Accounting and Information Resource (FLAIR) reports with the state of Florida comptroller ledgers, and maintaining, using FLAIR, general accounting records for a variety of state court system funds, including general revenue, operating trust fund, grants and donations, federal grant trust funds.

Responds to requests from State Courts System personnel for furniture, equipment or services; determines needs, selects vendor and items/services, and prepares and submits purchase orders; interacts with vendors for purchasing and to resolve discrepancies in shipments.

Receives and inspects shipments and processes invoices for payment; manages purchase card; maintains purchasing database, updates property master file periodically.

Performs clerical functions such as setting up and maintaining file/record systems, performing research, and updating procedures.

Reviews daily input of junior accountants and acts as Invoice Manager in MFMP (My Florida Market Place).

Manages communication equipment, such as cell phones, land lines, pagers, postage machines or courier pickup and delivery; manages courtroom property

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and surplus; inspects and maintains courthouse equipment and obtains services for repairs.

Manages inventory of responsibility; controls State property and manages assets; obtains quotes and negotiates pricing for renovation projects, repairs, equipment, furniture, maintenance agreements, contracts and capital purchases.

Receives and records all revenue collected for the State Courts Revenue Trust Fund. Maintains and distributes monthly cash statements.

Performs general accounting functions such as processing accounts payable, post auditing, posting payrolls, or reconciling assigned funds and general ledgers.

Performs analytical review of ledgers for discrepancies and expenditures that are not in accordance with applicable procedures.

Assists with preparation of financial statements, performs research and detailed analysis, and inputs adjusting entries for specific general ledgers.

Prepares and calculates advances for various needs for Clerk's offices; reconciles and audits settlements; records information in Excel for expenditure requests from other departments.

Provides customer service to court staff and the public by telephone; provides information or directs persons to appropriate personnel or department.

Coordinates the contract bidding process; assists with contract negotiations, preparation, scheduling and invoicing.

Compiles information/data to support periodic and special financial reports for the area of responsibility; submits reports to appropriate personnel, departments or agencies.

## **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.

### **People Responsibility:**

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

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Provides assistance to people 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 considerable economies and/or preventing considerable losses through the accounting of very large 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 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 journals and manuals; composes specialized reports and business letters 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 coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent 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 moderate impact - affects those in work unit., other work 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.

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Handles 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, 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.

Three 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