

**Florida State Courts System
Class Specification**

Class Title: Finance and Accounting Manager

Class Code: 6600

[Pay Grade 32](#)

General Description

The essential function of the position within the organization is to manage accounting/fiscal activities for the State Courts System or Circuit in compliance with generally accepted accounting principles. The position is responsible for supervising staff; planning; training; accounting/fiscal functions of responsibility; procedure and regulation compliance; managing and overseeing the processing of invoices; interacting with executive level administrators and managerial personnel, vendors and other fiscal officials; and managing administrative functions, including overseeing the preparation of annual financial statements and financial reports. The position develops and implements procedures within organizational policies; reports major activities to executive level administrators through conferences and reports.

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.)

Manages staff including organizing, selecting or recommending selection, training and conducts personnel management functions (i.e., interviews, counseling, discipline, performance evaluations, and staff meetings) and terminates or recommends termination.

Manages processing of invoices and travel reimbursements for the State Courts System, via FLAIR, MFMP, and P-card system.

Oversees the maintenance of the statewide accounting system, FLAIR, and represents the State Courts System in state wide accounting functions.

Oversees administrative matters, manages the preparation of and reviews financial reports, develops and administers training and oversees fiscal functions such as revenue, analyzes and reconciles accounts, plans and manages budgets, processes accounts payable and/or receivables, or maintains financial records.

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Oversees the annual physical inventory of the property system for the State Courts System; ensures timely payment of vendors; develops, monitors and processes payments for contracts.

Compiles and analyzes financial data; prepares detailed financial reports, summaries, cost benefit assessments and projections in compliance with applicable regulations; submits reports to appropriate personnel/agencies.

Interacts with State Courts' financial and purchasing departments concerning matters such as expediting payments, lost documentation, past due bills, special requests or allowable/unallowable expenses.

Interacts with other State Courts System personnel, vendors and outside auditors and agencies to provide information and resolve issues/problems; represents the State Courts System in state-wide accounting functions.

Collaborates on development of departmental policy and procedures; ensures compliance by fiscal staff with applicable accounting and financial principles, regulations, laws, policy and procedures.

Evaluates internal accounting practices and procedures in terms of efficiency, redundancy, automation, audit trails, and compliance with applicable statutes.

Researches and prepares grant proposals as requested and monitors expenditures to ensure compliance with grant conditions.

Manages administrative functions, such as preparing periodic employee evaluations, conducting research, or providing for staff technical or professional training and growth.

Attends or conducts staff, committee, task force and other professional meetings to exchange information; attends technical or professional workshops, seminars or conferences to improve technical or professional skills.

Serves as alternate custodian for financial records management in Circuit including storage, retention, and disposal of records.

Approves purchase orders and purchasing requisitions for vendors for county and state purchases.

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.

Directs others in major events and reports on activities and results.

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People Responsibility:

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

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

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

Requires responsibility for achieving major economies or preventing major losses through the management of a highly complex and/or technical department.

Mathematical Requirements:

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

Uses advanced algebra working with exponents and logarithms or linear quadratic equations; analytic geometry; and/or statistics, applying mathematical operations to frequency distribution, reliability and validity, analysis of variance, or correlation techniques.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes extremely complex reports and papers; speaks to high level professional groups.

Complexity of Work:

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

Performs work involving the application of principles of logical thinking, scientific, financial, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous 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 extremely serious impact - affects entire organization and impacts other units and external customers.

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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 moderate 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 complex custom accounting/financial applications.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires responsibility for the safety and health of others.

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 business management, finance, accounting 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.

Five years of related experience, including two years of supervisory experience.

Licenses, Certifications, and Registrations Required:

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

State of Florida Certified Public Accountant licensure preferred.