

# Florida State Courts System

## Class Specification

**Class Title: Senior Accountant**

**Class Code: 6640**

[Pay Grade 22](#)

### General Description

The essential function of the position within the organization is to lead in performing 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, managing purchasing card charges, 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.)

Leads in the performing of accounting functions, such as accounts payable or receivable, purchasing, reconciling and auditing accounts, approving purchasing card charges, preparing and processing bank deposits, performing research, or processing collections.

Provides support in the preparation of financial statements and budgets; performs research and detailed analysis to ensure accuracy of data.

Researches and analyzes financial and accounting records to determine sequence of operations and required account resolutions; implements resolutions as needed; ensures compliance with applicable regulations, laws and accounting principles.

Interacts with court personnel and the public to provide information and assist with resolution of accounting-related problems/issues.

Provides support and guidance to other accounting personnel; assists with training as directed and with completion of difficult tasks or projects.

Leads in the purchasing of equipment, materials or furniture; submits purchase orders, receives and inspects shipments, and processes invoices for payment.

## **SENIOR ACCOUNTANT**

Performs clerical functions, such as data entry, setting up and maintaining file/record systems, or preparing and maintaining spreadsheets.

Compiles information/data and prepares periodic and special financial reports for the area of responsibility; submits reports to appropriate personnel, department or agency in compliance with applicable regulations or laws.

Attends staff meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

## **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.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

### **People Responsibility:**

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

Persuades or influences others in favor of a service, course of action, or point of view; instructs or assigns 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 and/or handling 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.

## **SENIOR ACCOUNTANT**

Reads professional publications; composes complex financial reports; speaks formally to groups 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 work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and 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.

### **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 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, bookkeeping, 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.

Four years of related experience.

## **SENIOR ACCOUNTANT**

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

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

None