

# Florida State Courts System

## Classification Specification

Classification Title: Accountant I

Pay Grade: 24

Class Code: 6602

FLSA Status: Included

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### **CLASS SUMMARY**

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.

### **ESSENTIAL JOB FUNCTIONS**

**(See examples of typical essential functions for this position listed below. Employees with this classification title may perform some or similar but not necessarily all the functions listed; employees with this title may also perform other assigned functions not listed here.)**

- Processes accounts payable and accounts receivable; 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; faxing; making travel arrangements and processing travel reimbursements; and maintaining office supply inventory.
- 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 Florida Accounting and Information Resource (FLAIR) system.
- Assists with special projects as directed.
- Assists in local court inventory processes.
- Attends staff and other professional meetings to exchange information.
- Attends technical or professional workshops or seminars to improve professional skills.

### **MINIMUM 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.*

Associate's degree or the equivalent of two years of college or vocational school education in bookkeeping, accounting, 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.*

One year of related experience.

### **CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS**

**(Refers to professional, state, or federal licenses, certifications, or registrations required/desired to enter the position.)**

N/A

### **COMPETENCIES/RESPONSIBILITIES**

#### **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.

**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, software programs, or custom accounting applications. Requires the ability to use and apply technology.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

***The Florida State Courts System has the right to revise this class specification at any time. This description does not represent in any way a contract of employment.***

***EFFECTIVE: 06/21/2021***