

# Florida State Courts System

## Classification Specification

Classification Title: Accountant II

Pay Grade: 32

Class Code: 6603

FLSA Status: Included

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### **CLASS SUMMARY**

The essential function of the position within the organization is to perform accounting functions in compliance with generally accepted accounting principles. The position is responsible for analyzing accounts, preparing and processing related information, maintaining financial records and reports, reconciling various accounts, and performing clerical functions of responsibility. 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.)**

- Codes, batches, and enters financial transactions into the Florida Accounting and Information Resource (FLAIR) system.
- Reviews and audits travel vouchers for various offices and funds of the State Courts System (SCS) in compliance with applicable statutes, regulations, and guidelines; ensures accuracy of information; and performs related research to resolve discrepancies as required.
- Creates purchase requisitions, purchase order invoices, and/or processes for payment in My Florida MarketPlace (MFMP) at the local court level.
- Provides assistance to SCS personnel relating to travel expenses, including resolving problems and preparing travel vouchers; corrects or returns travel vouchers with discrepancies.
- Compiles and ensures accuracy of budget-related data and provides assistance with budget preparation.
- Audits and/or processes invoices such as due process, vendor, or payroll-related invoices; processes and researches interest penalties.
- Balances General Ledger to conform to state account balances.
- Records, tracks, and reconciles monthly expenditures and encumbrances; copies voucher invoices and supporting documentation for remittance.
- Provides assistance to SCS staff regarding vendor payments and contracts; performs research as required to provide requested information.
- Processes court orders for evaluators and expert witnesses to draw up uniform invoices to show correct data for payment and processing.
- Sets up and maintains files/records in compliance with SCS guidelines; runs summary reports; and verifies accuracy of data and sorts documents in designated order.
- Performs clerical tasks, such as preparing spreadsheets for data; performing data entry; scanning vouchers; or preparing invoices.

- Provides assistance to other department personnel and personnel from other agencies/offices; and assists with or conducts special projects as directed.
- 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.*

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.*

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.

### **People Responsibility**

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

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 moderate economies and/or preventing moderate losses through the accounting of moderate 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 technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

### **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.

### **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 those in immediate work area, 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.*

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, software programs, or custom accounting applications.

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**