

Florida State Courts System

Classification Specification

Classification Title: Accountant III

Pay Grade: 37

Class Code: 6604

FLSA Status: Included

CLASS SUMMARY

The essential function of the position within the organization is to perform complex accounting functions in compliance with generally accepted accounting principles. The position is responsible for analyzing and reconciling accounts, preparing and processing related information, maintaining financial records and reports, auditing, processing accounts payable and/or receivable, and approving purchase card charges. The position works under the general supervision of a program supervisor and decides how 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.)

- Reconciles Florida Accounting and Information Resource (FLAIR) reports with the state of Florida comptroller ledgers on a monthly basis; maintains, using FLAIR, general accounting records for a variety of State Court System (SCS) funds, including general revenue, grants and donations, trust funds, and administered funds.
- Prepares and processes bank deposits; monitors and reconciles tracking systems for revenue received/collected.
- Processes invoices for payment, including researching invoice payment status and reconciling requisitions with applicable invoices; creates, processes, and renews contracts for services such as mediator, hearing officer, or court interpreter contracts.
- Performs general accounting functions such as collecting money due, reconciling revenue transactions, auditing accounts, processing vouchers, processing interest penalty payments; reconciling advanced payments; processing tax form (1099) adjustments, as needed; assisting in the budget process, processing purchase orders, or preparing bills.
- Approves final level purchasing card charges and reconciles monthly purchasing card reports for proper documentation.
- Researches and analyzes financial and accounting records to determine sequence of operations and required account resolutions; recommends and/or implements resolutions as needed.
- Provides assistance to staff with travel arrangements; processes/audits travel vouchers; and prepares travel documents.
- Processes paperwork for new inventory received; resolves discrepancies, tags items, and enters data into database; and conducts inventory of capital assets.
- Interacts with vendors to verify accounting information and resolve invoice-related issues; communicates with other departments or agencies to resolve issues.

- Performs clerical functions, such as processing mail, maintaining calendars/books, preparing manuals, performing data entry, setting up and maintaining file/record systems, preparing spreadsheets, or filing.
- Provides customer service to court staff and the public via telephone, email, and in person; provides information or directs persons to appropriate personnel or department; and assists with facility issues and maintenance work orders.
- Gathers and maintains data/information to support routine and special accounting reports; submits/distributes reports to appropriate departments/agencies.
- Reviews source documents in My Florida Market Place.
- Acts as Exception Handler and Invoice Manager which includes conducting audits and final approvals.
- 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.

Two years 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.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. The employee may make presentations. Visual ability in working with computer screens and ensuring accurate detailed data is a priority. The following physical abilities are required: typing; kneeling; reaching; repetitive motion; speaking; talking; and walking.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in a safe and secure environment.

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