

Florida State Courts System

Classification Specification

Classification Title: Accounting Services Supervisor

Pay Grade: 63

Class Code: 6615

FLSA Status: Excluded

CLASS SUMMARY

The essential function of the position within the organization is to supervise the performing of accounting tasks/functions in compliance with generally accepted accounting principles. The position is responsible for supervising and training staff; analyzing and reconciling accounts; preparing and processing related information; maintaining financial records; posting; auditing; assisting with budget management; processing accounts payable and/or receivable; preparing financial reports; and performing advanced clerical functions. The position works under general supervision independently developing work methods and sequence

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.)

- Directs and supervises staff, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations; reviews and approves timesheets and leave requests.
- Oversees and performs accounting functions, such as auditing invoices; applying contracts; reconciling accounts; preparation of financial statements; and/or auditing and processing Authorizations to Incur Travel and travel vouchers in compliance with applicable principles, policies, and regulations.
- Provides support with budget management and/or purchasing functions such as the invoice approval process and required backup, organizing/filing systems, purchasing card documentation, requisition development, vendor communications, or returns and inventory records.
- Oversees inventory process, including maintenance of property records, asset tagging, disposition, and maintaining supporting documentation.
- Gathers information/data to support periodic and special reports documenting activities for area of responsibility; prepares court financial statistics for court.
- Performs administrative tasks, such as preparing correspondence, setting up and maintaining records, performing data entry, or maintaining calendars.
- Attends or conducts staff and other professional meetings to exchange information.
- Attends technical or professional classes, workshops, or seminars to improve technical or professional skills.
- Serves as security administrator for FLAIR and liaison between the SCS and the DFS in the development of new financial systems. Provides FLAIR technical support and guidance to other departmental personnel, including training and monitoring.

- Assists in the maintenance and administration of FLAIR, including establishing organization and object codes, maintaining records on title files, and ordering accounting reports.
- Provides requested information to internal inspector general or external auditor general during audit.
- Attends and/or conducts staff and other professional meetings and conferences to exchange information.
- Attends technical or professional seminars or conferences 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 business administration, 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 one year in a supervisory or managerial capacity.

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.

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.

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

Assets Responsibility

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

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, or supervising the purchasing of high value materials, supplies and equipment.

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 professional publications; composes complex reports and manuals; 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 applications 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/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 moderately serious impact – affects work unit and may affect other units or citizens.

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 complex custom accounting applications.

Safety of Others

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

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

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