

Florida State Courts System

Class Specification

Class Title: Finance and Accounting Administrator – Supreme Court

Class Code: 6625

[Pay Grade 28](#)

General Description

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 staff, training, 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 assisting with financial oversight for contracts and grants. 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.)

Supervises and coordinates staff, including training, assigning and evaluating work, counseling and recommending disciplinary action; reviews/audits workload and prepares periodic employee performance evaluations.

Oversees and performs accounting functions such as auditing invoices, applying contracts, reconciling accounts, or auditing and processing TAR's 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.

Gathers information/data to support periodic and special reports documenting activities for area of responsibility.

Sets up and maintains accounting records, processes paperwork such as financial statements and reports, memos, requisitions and personnel information.

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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.

Prepares financial statements.

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.

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 to large sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment, or providing routine legal counsel.

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.

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Communications Requirements:

Involves the ability to read, write, and speak.

Reads professional and technical publications; composes complex reports and manuals; speaks formally to groups outside the organization; and makes presentations to professional groups.

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 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 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.

Safety of Others:

Refers to the responsibility for 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.

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.

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Bachelor's degree in business administration, accounting, finance 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.

Seven years of related experience including two years of supervisory experience.

Licenses, Certifications, and Registrations Required:

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

None