

ACCOUNTANT I
(Human Services)

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

MAJOR FUNCTION

Responsible work coordinating the fiscal management/accounting activities and functions, auditing governmental tracking and/or accountability and administrative supervisory work for the respective division in the Department of Human Services.

ILLUSTRATIVE DUTIES

Responsibilities include fiscal accountability for division fiscal records. Maintains current knowledge of all County, State, and Federal Regulations pertaining to financial responsibilities, property, purchasing, labor standards, etc.

Prepares journal vouchers for the reallocation of payroll costs to other grants. Participates in the preparation of regular and special financial and statistical statements and reports. Supervises the pre-audit of vouchers. May assist clerical/fiscal employees engaged in preparing and maintaining ledgers and budgetary control accounts.

Oversees expenditures for proper allocations and services accountability. Oversees property and purchasing procedures insuring accountability of material and equipment utilized.

Responsible for planning, implementing and overseeing the use of a financial fiscal and accounting database and system programming needs for the division.

Assists in the preparation of annual budget (s).

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the practices and procedures of purchasing, financing, auditing, grant accounting and expenditure control regulations, procedures and systems. Ability to learn applicable regulations, procedures, processes and laws in the receipt, custody and expenditure of the monies of the assigned Division.

Ability to prepare complex financial forms, statements and reports. Ability to plan, assign and supervise the work of others.

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(Human Services)

(Continued)

KNOWLEDGE, ABILITIES AND SKILLS (continued)

Ability to establish and maintain an effective working relationship with employees, officials and the public.

Skillful writing, reporting, communicating and record keeping abilities. Ability to research, investigate, detect, verify, recognize and recommend solutions. Ability to speak in a manner that can be understood.

Must be able to utilize features offered by Microsoft Outlook Word processing software and Microsoft Outlook Excel spreadsheet software on equipment utilized by the assigned work unit. Must have the capability to learn the new Accounting System *ORACLE*.

MINIMUM QUALIFICATIONS

Graduate of an accredited four (4) year college or university with a degree in accounting, and have a minimum of one (1) year government accounting experience which included some supervisory responsibilities;

or

have a minimum of five (5) years government accounting experience which included some supervisory responsibilities.

Must have a valid driver's license and be able to secure a valid Florida driver's license at the time of employment within this classification.

REV. 2: 04/11/12