

Seminole County

Classification Description

Classification Title: Accounting Specialist

Class Code: 3010

EEO Code: F

FLSA: Non-exempt

Revision Date: August 1, 2006

General Statement of Job

Plans and maintains an efficient accounting system, including accounts payable, payroll, all phases of budget preparation and financial analysis, including but not limited to budget transfers and related financial matters. Assists the Financial Manager in all phases of budget preparation and financial planning. Compiles monthly, quarterly and annual reports related to department financial activity. Performs analysis and evaluation of budget expenditures. Processes and tracks payments to consultants. Prepares and coordinates with County Finance all necessary adjusting entries. Performs analysis and evaluation of budget expenditures.

Essential Functions

Essential Functions: *These are intended only as illustrations of the various types of work performed.*

Monitors accounts, and processes and tracks payments to consultants. Prepares and coordinates with County Finance all necessary adjusting entries. Assists Financial Manager in budget and financial coordination and planning. Performs analysis and evaluation of budget expenditures. Plans, develops, and revises procedures to promote efficient financial records.

Conducts pre-audits and post-audits by examining, analyzing, and verifying invoices, vouchers, accounts, records, funds and account numbers. Prepares purchase requisitions and invoices for payments and maintains pertinent records. Compiles monthly, quarterly and annual reports related to the departments' financial activity.

Oversees all payments made to Grant recipients each month for reporting to the State and Federal Government.

Additional Duties:

Other duties as assigned.

Minimum Qualifications



An Associate's Degree in Accounting, Business, or related field and 3 years experience, or equivalent combination of education and experience is required.

Special Requirements

Ability to apply accounting procedures to practical applications, including analyzing and evaluating accounting data; follow detailed oral and written instructions; and organize work and provide technical assistance to other personnel. Ability to research information, draw conclusions and make recommendations for improvement. Ability to present ideas clearly both orally and in writing. Ability to work independently.

Knowledge of office procedures and practices including personal computers and software applications used for accounting functions.

Technical Requirements

Ability to utilize Microsoft office, Word, Excel, Powerpoint, AS400 and JD Edwards.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation. Incumbents in this position are exposed to radiant and electrical energy found in an office environment. There is limited standing, stooping and lifting.

