



SARASOTA COUNTY GOVERNMENT

CLASS SPECIFICATION

CLASS TITLE: Financial Assistant G4

CLASS CODE: 31307

EEO Code: 06

FLSA: Non-Exempt

W/C Code: 8810

Pay Grade: 4

MAJOR FUNCTION(S)

This is entry-level accounting performing invoicing, accounts payables and data-entry into computers, spreadsheets, etc.

TYPES OF DUTIES

- Prepares customer billing and statements by entering information in a computer system, printing and sending to customers.
- Answers routine billing queries and does mailings.
- Prepares and maintains accounts payable and receivable and revenue records.
- Analyzes and reconciles accounts to identify discrepancies.
- Maintains accurate records of goods and services ordered and received.
- Verifies computer printouts reflecting status of accounts.
- Performs cashiering and customer service duties related to charges.
- Processes travel requests, petty cash, office purchases, and budget transfer requests.
- Prepares purchase orders for payments and monitors purchasing system contracts to explain additional information required.
- Completes simple postings to journal, ledger, spreadsheets or financial books using support data.
- Balances individual account books by running adding machine tapes and proofing posting as necessary. Reconciles bank statements.
- Issues checks from departmental accounts.
- Prepares summary sheets or other work papers as requested by supervisors or auditors.
- Audits and proofs accounting reports for clerical accuracy and conformance to departmental and county procedures.
- Performs secretarial functions, as needed, for assigned staff members.

JOB BASED COMPETENCIES

- Exercises Sound Financial Judgment
- Promotes Continuous Innovate Learning
- Improves Process and Builds Capacity
- Champions for Customer and Community

JOB BASED COMPETENCIES (Specific for position)

- Able to greet and deal with the public in a courteous and pleasant manner; communicate effectively verbally and in writing; and establish and maintain effective working relationships.
- Able to enter information into tracking and reporting systems (computer programs, Excel, Lotus, and Word).
- Able to determine appropriate fees and make change.
- Able to do math calculations. Able to track expenses.

MINIMUM QUALIFICATIONS

A High School Diploma or its equivalent and two years of bookkeeping or fiscal experience.

NOTE: Employees that acquire the skills and minimum qualifications for the next Pay Grade will be able to apply for promotional opportunities. Their position will not automatically be upgraded to the next level. Reclassifying a position is based on what the Business Center/Core Service determines is needed (and not based on the incumbent).

APPROVED BY:

DATE:

Joanie W. Whitley, PHR, Manager, Compensation and Performance Management 7/24/04

History: Was Accounting Clerk II, Class Code 31296, effective 1/20/91