



SARASOTA COUNTY GOVERNMENT

CLASS SPECIFICATION

CLASS TITLE: Financial Assistant G6

CLASS CODE: 31308

EEO Code: 06

FLSA: Non-Exempt

W/C Code: 8810

Pay Grade: 6

MAJOR FUNCTION(S)

This is general accounting including performing calculations, postings, reconciliation, audits of accounts receivable and payables and maintaining fiscal records.

TYPES OF DUTIES

- Accounts Payable and/or Receivables including resolution of vendor and customer issues. Reviews customer accounts for necessary bill adjustments. Prepares and enters adjustments into system.
- Assist customers and prepares responses to financial information requests, Medicare/Medicaid appeals/denials, and/or third party billing.
- Manages accounts requiring collection efforts and changing data to bring account up to date.
- Performs general accounting functions including calculating and posting journal entries and accruals. Reviews and audits account receivable transactions for reasonableness, accuracy and compliance with internal controls.
- Monthly and year end billing and consumption reporting.
- Prepares and maintains fiscal records and accounts relating to fund expenditures, project costs, and contractors' invoice.
- Reconciles and analyzes general ledger accounts, statistical data, cost accounting data, etc.
- Preparation of financial statements, cost reports.
- Completes surveys.
- Serves as liaison to other Business Centers and outside agencies.
- Gathers data by acquiring information from various sources and updating charge codes, reconciling and updating records.
- May assist and provide functional guidance to incumbents in Financial Assistant G4.

JOB BASED COMPETENCIES

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

JOB BASED COMPETENCIES (Specific for position)

- Able to create spreadsheets in Excel.
- Understanding of debits and credits and financial record-keeping techniques.
- Able to tabulate, post and reconcile financial data.
- Maintain accurate financial and statistical records.
- Able to correct irregularities. Able to maintain and report on account balances.

JOB BASED COMPETENCIES (Specific for position) (continued):

- Able to make collection calls.
- Able to communicate complex information and to compose correspondence requiring narration and proper grammar skills.
- Skill in using various software programs.
- Able to type 40 wpm accurately.
- Actively shares and receives information to increase efficiencies.
- Able to be agile in responding to change.

MINIMUM QUALIFICATIONS

A High School Diploma or equivalent and three years of bookkeeping 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, General Manager, Human Resources

History: Was Sr. Accounting Clerk, Class Code 31306, effective 2/25/93; 7/24/04