



SARASOTA COUNTY GOVERNMENT

CLASS SPECIFICATION

CLASS TITLE: Financial Assistant G7

CLASS CODE: 31309

EEO Code: 06

FLSA: Non-Exempt

W/C Code: 8810

Pay Grade: 7

MAJOR FUNCTION(S)

This is complex accounting /financial duties requiring ability to create spreadsheets using formulas and conduct analysis and use some independent judgment. Incumbents may provide assistance or supervise Finance Assistants G4 & G6.

TYPES OF DUTIES

- Prepares complex monthly financial reconciliation using billings, collections, IFAS including refund reconciliation and reversals.
- Prepares monthly and quarterly financial reports for funds, grants and projects to accurately track revenue and expenditures. Maintains automated accounting system.
- Safeguarding of Assets including conducting fixed asset inventory and/or fleet inventory.
- Assists in the preparing and monitoring department/division or core services budget and expenditures.
- Assists with budget (including payroll) projections.
- Monitors grants, Capital Improvement Programs (CIP), daily deposits and loans.
- Assists with preparation of documents required to recover available funds through FEMA.
- Ensures compliance with laws, rules, and policies.
- Designs new procedures (such as billing forms) to increase efficiency and develop more efficient methods.
- May provide functional guidance and/or supervision to Finance Assistant G4 and/or G6.
- Assigned financial projects requiring analysis.
- Those assigned to supervisory positions will hire, coach, develop and discipline subordinates and conduct performance reviews.
- May research accounting software.

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)

- Knowledge of accounting and budgets.
- Ability to research and compile financial information, prepare summaries and reports.
- Ability to analyze and make recommendations for cost efficiencies and savings.
- Knowledge of laws, rules and regulations governing accounting procedures.
- Able to communicate information that may require interpretation.
- Able to prepare complex correspondence and reports that may require research and analysis.
- Able to select most appropriate software for project completion.
- Able to type 40-50 wpm accurately.
- Able to perform Multi-Tasking duties.
- Applies creative and innovative ideas and solutions and recommends improvements.
- Supervisory positions require knowledge of hiring, motivating, conducting effective performance reviews and handling disciplinary situations.

MINIMUM QUALIFICATIONS

An Associates Degree in Accounting or Finance and three years of bookkeeping/financial duties. Accounting experience may substitute for the required degree on a year-for-year basis.

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 7/7/04

History: None