# SARASOTA COUNTY GOVERNMENT
## CAREER TRACK

## FINANCIAL SPECIALIST

**SUB-CLASS CODE:** See Below
**EEO Code:** 06
**FLSA:** Non-Exempt
**W/C Code:** 8810
**PAY BAND:** Para-Professional

MAJOR FUNCTION(S)

This is progressively responsible work in scheduling, organizing, assisting and/or conducting the activities of procurement, accounts payables, accounts receivables, and/or asset management.

| Primary Purpose | | |
|---|---|---|
| **Para-Professional, Tier I**<br>Sub-Class Code 31341 - Pay Grade 9921 | **Para-Professional, Tier II***<br>Sub-Class Code 31342 -Pay Grade 9922 | **Para-Professional, Tier III ****<br>Sub-Class Code 31343 - Pay Grade 9923 |
| **Duties and tasks are standardized. Resolves routine questions or problems and refers more complex issues to a higher level.**<br><br>**In general, work assignments at this level include, but are not limited to….**<br><br>▪ Adheres to policies & procedures<br>▪ Answers phones<br>▪ Audits and proofs reports<br>▪ Balances cash drawers and change funds<br>▪ Handles cashiering duties<br>▪ Compiles & logs information<br>▪ Provides internal/external customer service<br>▪ Prepares & maintains Procure-to-Pay and accounts receivable revenue records<br>▪ Prepares billing statements & invoices<br>▪ Prepares documents required to recover disaster related expended funds<br>▪ Prepares mailings<br>▪ Processes petty cash<br>▪ Processes financial transactions<br>▪ Enters data in system<br>▪ Utilizes various software programs<br>▪ Works under direct supervision<br>▪ Scale House Attendant/Cashier | **Duties and tasks are frequently non-routine. Resolves most questions and problems and refers more complex issues to higher levels.**<br><br>**In general, work assignments at this level include, but are not limited to….**<br><br>▪ Assists with write off procedures<br>▪ Compiles, analyzes data, prepares and distributes reports<br>▪ Coordinates the moving of surplus equipment with contracted vendor<br>▪ Coordinates accounts collection<br>▪ Obtains vehicle title & registration documentation<br>▪ Monitors CIP, daily deposits and loans.<br>▪ NSF dispute resolution and follow up<br>▪ Performs account updates<br>▪ Prepares, and/or creates journal entry request forms and purchase requisitions<br>▪ Processes PCard payments and deposits<br>▪ Processes AR billing, work orders, refunds/surveys<br>▪ Processes the collection of insurance certificates and resolution of issues<br>▪ Records, marks/tags, and inventories County assets<br>▪ Resolves escalated customer/vendor issues<br>▪ Reviews customer accounts<br>▪ Assists in projects as assigned<br>▪ Works under minimal supervision<br>▪ Sr. Scale House Attendant/Cashier | **Duties/tasks reflect substantial variety and complexity. May serve as a resource to others in resolving complex problems and issues.**<br><br>**In general, work assignments at this level include, but are not limited to….**<br><br>▪ Performs accounts payable/accounts receivable functions<br>▪ Assists with budget and grant projections<br>▪ Assists in the collection of asset information<br>▪ Balances assigned accounts and systems<br>▪ Conducts audits within financial systems<br>▪ Coordinates Non-Profit Asset Disposal Program<br>▪ Designs & provides reports<br>▪ Develops and prepares Board packets<br>▪ Develops surveys<br>▪ Performs contract management<br>▪ Prepares monthly financial reconciliations<br>▪ Provides assistance, support, supervision in a lead capacity to lower-level Financial Specialists<br>▪ Provides budget information<br>▪ Reconciles escrow balances<br>▪ Reviews and monitors all reports prior to distribution<br>▪ Assists with coaching, mentoring and training of employees |
| | *Tier II includes Tier I duties | ** Tier III includes Tier I & II duties |

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<tr><th colspan="3">Core Competencies (Knowledge, Skills and Abilities)</th></tr>
<tr><th>Tier 1</th><th>Tier 2</th><th>Tier 3</th></tr>
<tr><th colspan="3">Communication Skills</th></tr>
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<td>▪ Be a good listener<br>▪ Be open, sincere and honest<br>▪ Communicate well with others<br>▪ Be courteous and respectful<br>▪ Possess excellent grammar, spelling and language skills<br>▪ Be inquisitive and intuitive<br>▪ Speak clearly and distinctly<br>▪ Working knowledge of Procure to Pay, Accounts Receivable and Asset Management processes</td>
<td>▪ Adaptability<br>▪ Effectively communicates both verbal and written<br>▪ Conflict resolution<br>▪ Customer Service skills such as courtesy, sensitivity, tact, rapport, discretion<br>▪ Priority setting<br>▪ Respond appropriately to inquiries and provide adequate information<br>▪ Review and interpret technical and financial reports and legal documents<br>▪ Support & respect diversity<br>▪ Teamwork/teambuilding – able to build moral and group commitments to goals & objectives<br>▪ Written communication</td>
<td>▪ Ability to handle difficult customers/situations<br>▪ Ability to identify, interpret and implement changes as a result of new processes or policies. Working knowledge of legislative and regulatory requirements<br>▪ Coaches/Mentors/Team Leader<br>▪ Takes initiative to contact customers/vendors on difficult issues<br>▪ Is motivated and motivates others<br>▪ Organizes and presents information<br>▪ Exhibits professionalism<br>▪ Provides adequate response to policy, legal or regulatory issues<br>▪ Responds to inquires of a non-routine nature<br>▪ Provides sound, independent judgment<br>▪ Possess technical knowledge<br>▪ Ability to manage time well<br>▪ Uses extreme care and tact in responses to Executives and external customers</td>
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<tr><td colspan="3">All levels require ability to establish and maintain effective working relationships.</td></tr>
<tr><th colspan="3">Business Equipment and Computer Skills</th></tr>
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<td>Ability to use computers including software:<br>▪ Outlook<br>▪ Word<br>▪ Excel<br>▪ Sharepoint<br>▪ E-Net<br>▪ Kronos<br><br>Ability to use standard business equipment:<br>▪ Copier<br>▪ FAX<br>▪ Calculators<br>▪ Printers<br>▪ Phones<br>▪ Scanners</td>
<td>Intermediate to advanced computer skills:<br>▪ Outlook<br>▪ Word<br>▪ Excel<br>▪ Sharepoint<br>▪ E-Net<br>▪ H.T.E./Sunguard<br>▪ One Solution<br>▪ On Base<br>▪ Works<br>▪ Amanda<br>▪ Maximo<br>▪ Electronic Filing Systems<br>▪ Bar Coding & Scanning Systems<br><br>Ability to use other computer software:<br>▪ GovMax<br>▪ eGenda</td>
<td>Expert skills in computer operations such as:<br>▪ Outlook<br>▪ Word<br>▪ Excel<br>▪ Sharepoint<br>▪ E-Net<br>▪ H.T.E./Sunguard<br>▪ One Solution<br>▪ On Base<br>▪ Works<br>▪ Amanda<br>▪ Maximo<br>▪ Electronic Filing Systems</td>
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| Budget/Fiscal Skills | | |
|---|---|---|
| ▪ Ability to add, subtract, multiply and divide<br>▪ Basic accounting principles<br>▪ Data entry<br>▪ Use spreadsheet technology | ▪ Ability to compile financial information<br>▪ Accuracy<br>▪ Advanced Excel features<br>▪ Conduct financial analysis<br>▪ Cost consciousness<br>▪ Intermediate accounting skills<br>▪ Knowledge of Administrative Directives<br>▪ Knowledge of General Ledger accounts<br>▪ Knowledge of Travel Policy | ▪ Ability to calculate depreciation<br>▪ Collect, analyze, interpret and process data<br>▪ Contract management skills<br>▪ Knowledge of budgeting process<br>▪ Notification of budget issues |

| Minimum Qualifications | | |
|---|---|---|
| **Tier 1** | **Tier 2** | **Tier 3** |
| ▪ High School Diploma or equivalent education<br>▪ 1 – 2 years relevant job experience and computer experience<br>▪ Possess an aptitude and willingness to learn | ▪ High School Diploma or equivalent education<br>▪ 2 years of bookkeeping experience and computer experience<br><br>Note: One year of college may substitute for one year of experience.<br><br>Note: Sr. Scale House Attendant Cashier must have at least 1-year experience working in this capacity. | ▪ Associates degree from an accredited college/university in Accounting or Finance plus 2 years' experience in auditing procedures, inventory control, basic real estate, or bookkeeping / financial duties<br>▪ Year-for-year basis may substitute for the college degree<br>▪ A Bachelor's degree in Accounting, Finance or in a highly related area may substitute for the required experience. |
| NOTE: 30 college credits are considered equivalent to one year of college. | | |

**NOTE:** Employees that acquire the skills and minimum qualifications for the next level will be able to apply for promotional opportunities. Employees will not automatically be upgraded to the next level. Reclassifying a position is based on business need and financial impact and not based solely on the incumbent.

**APPROVED BY:** **DATE:**

Chris Louria Digitally signed by Chris Louria Date: 2022.03.03 14:14:16 -05'00'

Chris Louria, Chief Human Resources Officer

History: 12/14/21; 8/23/19; 6/10/16; 6/20/08