

## **HOW TO APPLY**

Submit a current and complete State of Florida Employment Application to the People First Service Center online at

<https://peoplefirst.myflorida.com/logon.htm>

## **ACCOUNTANT III**

**Annual Minimum Salary: \$44,495.26**

**\*\*The successful candidate will be hired at the minimum salary.\*\***

**Position Number: 003093**

**Class Code: 6604**

### **General Description**

The essential function of the position within the organization is to perform complex accounting functions in compliance with generally accepted accounting principles. The position is responsible for analyzing and reconciling accounts, preparing, and processing related information, maintaining financial records and reports, auditing, processing accounts payable and/or receivable, and processing purchase card charges. The position works under the general supervision of Director of Administrative Services. Specific details of the position are listed below.

### **Education and Training Guidelines**

- Bachelor's degree in accounting, finance, computer operations, or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.
- Two years of related experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

### **Examples of Work Performed**

- Reconciles Florida Accounting and Information Resource (FLAIR) reports with the state of Florida comptroller ledgers on a monthly basis, maintains, using FLAIR, general accounting records for a variety of State Court System (SCS) funds and County funds.
- Prepare and process bank deposits for state and county revenues and reconcile deposits with accounting systems.
- Processes invoices for payment, including researching invoice payment status and reconciling requisitions with invoices.
- Creates, processes, and renews contracts for services such as, but not limited to due process services (court reporting, interpreting and expert witness), mediators, and hearing officers.
- Performs general accounting functions such as reconciling and auditing revenue and expenditure transactions, auditing state and county accounts, processing vouchers, processing interest penalty payments, assisting in the budget process, processing purchase orders, and preparing invoices.
- Processes purchasing card charges in WORKS for the unit's p-card along with other staff p-cards (such as the Trial Court Administrator or other managers) and reconciles purchasing card transactions with proper supporting documentation.
- Analyzes financial and accounting records to determine sequence of operations and research discrepancies to recommend resolutions to supervisor.
- Provides assistance with travel arrangements for staff, processes and audits travel vouchers, and prepares travel documents in the Statewide Travel Management System (STMS).
- Procures goods and services through MyFloridaMarketPlace system, using the appropriate SCS procurement processes.
- Conducts inventory of state assets, processes paperwork for new inventory received (PNADs), resolves discrepancies, tags items, and enters data into inventory tracking system in conjunction with technology staff.
- Interacts with vendors to verify accounting information and resolves invoice-related issues to communicate with other departments or agencies to resolve issues.
- Performs clerical functions, such as processing mail, maintaining calendars and judicial publications (books), preparing process and procedure manuals,

performing data entry, setting up and maintaining electronic file and record systems, preparing spreadsheets, filing fiscal records.

- Provides customer service to judiciary and court staff to provide information and direct persons to appropriate personnel or department and assists with facility issues, copier contracts, and maintenance work orders.
- Gathers and maintains data and information to support routine and special accounting reports.
- Conducts audits on reconciled monthly expenditures report and distributes monthly reports to supervisor and Trial Court Administrator.
- Attends staff and other professional meetings.
- Attends trainings to improve professional skills.

### **Additional Information**

- Additional duties will be assigned by the Director of Administrative Services and the Trial Court Administrator.
- This position requires occasional travel to each of six counties (using a rental car or personal vehicle with mileage reimbursed) and travel reimbursement will be made in accordance with state travel regulations through STMS.
- Applicants with Florida State Courts System experience are preferred.
- Applicants with experience working with Constitutional Officers and other senior leadership in state or county government are preferred.
- A thorough criminal background and prior employment check will be conducted on all finalists.
- An application must be submitted for the position through the PeopleFirst system.
- The position is available immediately; however, may remain open until filled.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.