



**CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION**

SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLASSIFICATION TITLE: FINANCIAL COORDINATOR

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to coordinate and participate in moderately complex and highly accountable clerical work for an assigned operational function of the Clerk & Comptroller. Employees in this classification have demonstrated proficiency in the assigned functional area, and coordinate and delegate unit tasks to assigned personnel. Incumbents have considerable knowledge of Clerk & Comptroller's office policies, standards and procedures with respect to the assigned work area, and broad knowledge of the legal guidelines, constraints, and ramifications governing the work area.

Employees assigned to the Payables Projects area are responsible for coordinating special projects for the work unit. Examples of special projects may include, but are not limited to, assisting with process improvement initiatives, researching best practices, implementing new system processes, and providing training as needed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Plans, prioritizes, coordinates, and delegates daily unit tasks and unit schedules in a manner to ensure completion within established time frames

Coordinates and participates in all work aspects of the assigned functional area; provides training, direction, and assistance to new unit personnel

Maintains time and work flow analysis; prepares and submits statistical and administrative records and reports specific to work processed in the assigned work unit

Prepares and maintains documented processes and procedures for position duties of the assigned work unit

Participates in unit planning and development initiatives; provides recommendations for modifications to existing or implementation of new policies and procedures to enhance efficiency of the unit

Supports work tasks of immediate supervisor in the event of absence, vacancy, or as directed

Establishes and monitors work flow of assigned area for productivity and adherence to established time frames

Maintains, monitors, and audits the more complex financial/accounting records and transactions specific to assigned area (e.g., journal entries, invoices, payment requests, etc.)

FINANCIAL COORDINATOR

Receives and resolves issues/conflicts between internal and external entities, i.e., judges, personnel, attorneys, vendors, contract providers, the public

Coordinates the efficient flow and completion of all paperwork and documentation concerning the functional area of responsibility; facilitates effective communications between all interested parties

Performs advanced accounting clerical tasks requiring specialized knowledge of unit processes, policies, and procedures; functions with considerable independence and initiative in researching accounting discrepancies, inconsistencies, and out-of-balance conditions

Performs verification for all invoices/receipts/transactions handled and processed through unit checks and balances procedures; performs research and follow up on billing, invoices, and/or customer accounts, as applicable to assigned department

Performs a wide variety of administrative duties in supporting unit functions, i.e., answering telephones, processing unit mail, copying materials, filing materials, assisting co-workers

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

FUNCTIONS SPECIFIC TO PAYABLES PROJECTS AREA

Employees assigned to the Payables Projects area perform the essential functions as outlined above, as well as:

Confers with various internal and external entities in processing and resolving payable/project issues, i.e., department manager and staff, internal and external auditors, and County Department staff

Participates in financial systems development and enhancements, including interfaces' implements system process changes; assists with planning and coordination efforts; coordinates testing for financial system upgrades, enhancements and new versions; provides training

Functions with considerable independence and initiative in researching record retention requirements, foreign vendor tax withholding requirements

Maintains and updates assigned department logs, records, lists, and accounts, as applicable to assigned department

Performs post audit verification for all invoices/vouchers received through each unit

Prepares transaction logs, and other routine documentation for assigned duties; generates a variety of records, lists, forms, reports and/or statements relating to department functions.

FINANCIAL COORDINATOR

Provides training, assistance and guidance to other unit employees in accounting processes and procedures

Prints, copies, distributes, and/or files records, lists, forms, reports, statements, spreadsheets, and other documentation applicable to Public Records Request functions

Responds to inquiries concerning record retention; provides resolution, information, or direction accordingly

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Associate's degree, supplemented by five (5) years of recent and relevant experience; some vocational or college courses preferred; or an equivalent combination of education, training and experience.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature

Date

Printed Name

Department

Est. 2/2004

Rev. 1/2006, 2/2013, 4/2014