SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

CLASSIFICATION TITLE: FINANCIAL SPECIALIST I

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of this position is to perform accounting work for an assigned work unit of the Clerk & Comptroller. Employees in this classification are responsible for recording and posting monetary transactions and providing daily accounting and balancing of all monies processed. Position reviews all work performed for the purpose of ensuring accuracy and verification of funds processed. Areas of assignment include, but are not necessarily limited to, pre-auditing, administrative accounting, revenue processing, and child support processing.

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.

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

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

Prepares, processes, and posts various revenues/monies/funds received by the assigned work unit; performs verification for all invoices/receipts received through unit checks and balances procedures

Prepares cash receipts, deposit slips, transaction logs, and other routine documentation for assigned accounting duties

Generates a variety of records, lists, forms, reports and/or statements relating to department functions

Prints, copies, distributes, and/or files records, lists, forms, reports, statements, spreadsheets, and other documentation applicable to assigned accounting functions

Processes payments, assists customers, and accounts daily for all funds processed, when applicable to assigned department

Performs follow-up on billing, invoices, and/or customer accounts, as applicable to assigned department; conducts research and follow-up concerning discrepancies, inconsistencies, or out-of-balance conditions for assigned functional areas

Responds to inquiries concerning records and assigned accounts; provides resolution, information, or direction accordingly

Reviews all work processed for the purpose of ensuring accuracy in accounting and processing of funds

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

Participates in unit cross-training initiatives to acquire knowledge and skill sets to support efficient functioning of the assigned work unit

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

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

High school diploma (or GED), supplemented by three (3) years of recent and relevant experience that demonstrates the ability to perform moderately complex accounting tasks; or an equivalent combination of education, training and experience.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination.

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.

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Employee Signature Date

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Printed Name Department