ACCOUNTANT I
(Indigent Health Care)

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated. The job description herein provides for the range of duties to be performed for this position. It is not intended to reflect all duties that are required within this position.

MAJOR FUNCTION

Responsible for coordinating the fiscal management, accounting activities and functions, and auditing governmental tracking and/or accountability and administrative supervisory work for the Fiscal Services.

ILLUSTRATIVE DUTIES

- Responsibilities include fiscal accountability for division fiscal records.
- Assist clerical/fiscal employees engaged in preparing and maintaining ledgers and budgetary control accounts.
- Audits program finances to ensure funds are properly expended and recorded in accordance with established county, state and federal policies, procedures, regulations and guidelines.
- Prepares adjustment journal entries.
- Participates in the preparation of monthly regular and special financial and statistical statements and reports for the Citizens Healthcare Oversight Committee.
- Supervises the cash deposit, annual report of receipts and vouchers.
- Prepares, maintains and monitors grant and budgetary controls of allocated funds.
- Oversees expenditures for proper allocations and services accountability.
- Oversees property and purchasing procedures insuring accountability of material and equipment utilized.
- Performs contract desk or on site audit as need it.
- Responsible for planning, implementing and overseeing the use of a financial and accounting database and system programming needs for the division.
- Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends.
- Assists in the preparation of annual budget(s).
- Assists in development of systems and procedures.
- May assist in training.
- May assume lead worker responsibilities overseeing the work of others.
- Performs other related duties as required.
ACCOUNTANT II
(Indigent Health Care)
(Continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the practices and procedures of purchasing, financing, auditing, grant accounting and expenditure control regulations, procedures and systems. Ability to learn applicable regulations, procedures, processes and laws in the receipt, custody and expenditure of the monies of the assigned division.

Ability to prepare complex financial forms, statements and reports. Ability to plan, assign and supervise the work of others.

Ability to establish and maintain an effective working relationship with employees, officials and the public. Skillful writing, reporting, communicating and record keeping abilities. Ability to research, investigates, detect, verify, recognize and recommend solutions. Ability to problem solves using critical thinking. Ability to communicate effectively both orally and in writing.

Must be able to utilize features offered by Microsoft Outlook Word processing software, Microsoft Access and Microsoft Outlook Excel spreadsheet software on equipment utilized by the assigned work unit. Must have the capability to learn the ORACLE accounting system.

MINIMUM QUALIFICATIONS

Graduate of an accredited four (4) year college or university with a degree in accounting, and have a minimum of one (1) year government accounting experience which included some supervisory responsibilities;

or

have a minimum of five (5) years government accounting experience which included some supervisory responsibilities.

Must have a valid driver’s license and be able to secure a valid Florida driver’s license at the time of employment within this classification.

SPECIAL REQUIREMENT

This position may be required to report for work when a declaration of emergency has been declared in Polk County.