

Elections Accounting Specialist

Salary: \$17.96 - \$20.87 hourly
\$37,356.80 - \$43,409.60 Annually

Issue Date: Monday, February 1, 2021

Closing Date EXTENDED: Friday, February 26, 2021 (Close of Business)

Cover letter, Resume', and Application (available on the website) should be sent to:

Escambia County Supervisor of Elections Office
ATTN: Sonya Daniel, Deputy SOE
P.O. Box 12601
Pensacola, Florida 32591-2601
or hand-delivered to: 213 Palafox Place 2nd Floor, Pensacola, Florida 32502

Description

This position processes moderately complex departmental accounts payable, payroll, deposits, balances, and a variety of accounting, budgeting and cash management functions, and prepares reports for the Supervisor of Elections Office.

Examples of Duties (These are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)

1. Processes a variety of moderately complex accounting and/or financial documents, by receiving, reviewing, and preparing accounts payables, accounts receivables, purchase requisitions, purchase orders, timesheets, payroll, travel documents, personnel action forms, invoices, vouchers, change orders, payments, deposits, bond paperwork, contracts, task orders, money orders, wage verifications, medical bills, and/or other related documents
2. Enters a variety of financial information into spreadsheets, automated accounting software, and/or databases
3. Creates, Assembles, and processes information related to areas of responsibility; compiles and prepares related reports; and maintains related information
4. Assists customers, employees, and/or other interested parties with requests for information over the phone and in person; researches and resolves discrepancies
5. Completes, tracks, and/or maintains a variety of records, logs, ledgers, and files
6. Posts financial information into appropriate accounts; reconciles and/or audits financial information to ensure completeness and accuracy of information; researches and resolves discrepancies; may set up charge accounts
7. Prepares a variety of moderately complex fiscal reports related to assigned area of responsibility by utilizing established guidelines and within specified timeframes; disseminates information and reports to appropriate individual(s)

8. May be assigned related work including scheduling training, examinations/interviews, review results, and make personnel recommendations
9. Provides exceptional customer service by providing clear and concise rapid responses to the public regarding all office matters, including answering questions pertaining to elections, registration requirements, voting procedures, etc.
10. Performs accounting and administrative support work to implement and monitor grants, state/federal reports, and other elections related programs
11. Performs other duties of a similar nature or level

Typical Qualifications

Minimum Qualification Requirements:

Bachelor's degree in Accounting, Business Administration, Finance, or a related field and two years of accounting experience; or, a combination of education and experience equivalent to these requirements.

Knowledge, Skills, Abilities, and Other Characteristics (KSAOs):

Knowledge of:

basic accounting principles and practices
office procedures, methods, and equipment
automated financial software packages
data entry techniques
basic mathematical concepts
customer service principles
cash handling procedures
recordkeeping principles
applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes

Demonstrated Skill in:

using computers and related software applications
providing customer service
performing mathematical calculations
maintaining records
performing data entry
operating standard office equipment
tabulating, recording, and balancing transactions
researching account discrepancies
handling multiple tasks simultaneously
preparing financial reports
interpreting and applying applicable laws, rules, and regulations
reviewing financial documents for completeness and accuracy
maintaining and organizing fiscal accounting records
preparing fiscal documents
communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Ability to:

deal with the public with clear expression in English

Supplemental Information**Employee Responsibilities:**

All Escambia County Supervisor of Elections employees must serve the public and fellow employees with honesty and integrity in full compliance with the Election Laws of Florida, the Escambia County Supervisor of Elections Employee Handbook, which include specific policies on ethics and conflict of interest policies.

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

Election Cycle Responsibilities:

During an election cycle, the incumbent of this position will automatically be considered for additional election responsibilities. This employee is subject to being called to work evenings and/or weekends and is expected to perform election related duties, as assigned.

ADA Requirements**Physical Requirements:**

Positions in this class typically require reaching, standing, walking, grasping, talking, hearing, seeing, finger and hand dexterity as well as repetitive motions.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to odors, dusts, extreme temperatures, workspace restrictions, and intense noises.