

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in the position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ANIMAL SERVICES FINANCE SPECIALIST

Department: Animal Services
Pay Grade: 111
FLSA Status: Non-Exempt
Job Class: 5060
Risk Code: 8810

JOB SUMMARY

Responsible for managing all billing activities, including billing, payment collection, cash balancing. Performs highly complex and advanced administrative and professional duties in support of a department. Works with minimal instruction or supervision. This position reports to a department manager. May supervise office assistants, staff assistants; temporary employees, or community service workers.

ESSENTIAL JOB FUNCTIONS

- Oversees and participates in all aspects of billing; payment collection from Interlocal
- agreements, donations, license revenue from veterinarian offices; cash balancing, and customer relations.
- Ensures that billings are processed accurately and on schedule and that payments received are recorded properly.
- Participates in the establishment of division goals, objectives, policies, and procedures.
- Performs research and analyzes data for projects or legal matters and prepares reports for director, administration, or the Board of County Commissioners.
- Responsible for following up on action of a court, committee, or assigned group to ensure that decisions are implemented, contracts are prepared, and appropriate parties are notified.
- Responsible for establishing and maintaining official documents and records in appropriate files.
- Oversees all aspects of the billing process and account maintenance.
- Performs the more difficult and complex billing duties of the work division, including resolution of customer complaints, interpreting administrative policies, and resolving payment and service issues.
- Schedules and processes electronic funds transfers, online payments.
- Interfaces daily financial records with the County Clerk's Office and provides daily reports.

- May develop grant documentation.
- Attends meetings, seminars, and conferences as directed to take notes or furnish information.
- May supervise subordinate employees.
- Prepares reports and correspondence requested by the department manager where information must be obtained from a variety of sources, as well as makes recommendations affecting aspects of office policy.
- Composes and prepares correspondence for manager's or own signature.
- Designs, formats and prepares management and administrative information reports.
- Assists with recommendations for future equipment purchases and ongoing system- related supply needs. Assists with annual budget preparation .
- Provides user training and technical support.
- Performs office management related to establishing filing systems, processing personnel records, processing purchase and billing records, maintaining reports.
- Assists with preparation of payroll and resolves problems as necessary.
- Frequently processes correspondence of a sensitive or confidential nature.
- Proofreads copy and corrects drafts for grammar, punctuation, and spelling in order to produce error-free work.
- Arranges for meetings and conferences and may take notes. Maintains calendars .
- Responsible for purchasing process, accounts payable process, and tracking budget expenditures.
- Oversees proper maintenance of control files of matters in progress and follows up to ensure that actions are completed.
- Provides information within scope of knowledge or refers customers to appropriate individuals.
- Responds to telephone inquiries from the public and other departments when information requested is specifically provided and known, such as from published records, specific deliveries and procedures, and calendar of events, or within established guidelines.
- Maintains a pleasant cooperative attitude with co-workers. Maintain professional appearance, grooming and dress consistent with department image.
- Will be assigned special projects or processes from time to time, and will be held responsible for results.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.
- Reports any billing system concerns for timely resolution.
- Assists with any departmental activities required to maintain workflow.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for indirectly supervising a small group of employees (one to five) and may occasionally function as a lead worker for in the absence of a designated lead position. Provides guidance, advice, and assistance to others on work assignments. Provides work direction and on the job training.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree preferred. Three to five years of experience in coordinating, managing and tracking accounts and budget related work elements and processes for a major unit or division; or equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

May require Notary Public certification depending on area of assignment.

Knowledge, Skills and Abilities:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, percentages and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, and percent and ability to draw bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- Can explain records, procedures to others as lead worker.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to study manual work process to determine most effective methods for essential tasks.
- Requires knowledge of the field of assignment, sufficient to perform thoroughly and accurately the responsibility illustrated by the above job duties.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
- Ability to learn, interpret, and apply local ordinances and resolutions
- Strong working knowledge of computers and other office equipment.
- Strong organizational skills and ability to prioritize to meet established deadlines.

- Skill in the interpretation and application of business English, grammar, spelling, diction, style and punctuation.
- Ability to supervise and train division clerical support staff.
- Ability to work independently and to carry out assignments to completion with minimum instructions, adhere to prescribed routines and practices, maintain records, and to make reports requiring accuracy.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle, or feel, reach with hands and arms and lift up to 25 pounds; will regularly be required to stand, walk and sit; and will frequently be required to talk and hear. Special vision requirements are close vision and the ability to adjust focus to bring an object into sharp focus.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.