

BUSINESS SERVICES SPECIALIST

MAJOR FUNCTION

Professional accounting, purchasing and inventory work involving the maintenance, review, processing of financial records for a variety of departments. This classification performs advanced and complex work in maintaining the assigned projects, processes, and tracking and reporting requirements of the assigned department. Essential functions as outlined herein are performed according to the assignment areas.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Works directly with departments to ensure all departmental accounting goals are met in a timely and consistent manner. Develops and maintains computerized internal fiscal tracking system. Manages all files and records, keeping accurate and detailed folders on each projects, to include contracts, requests for information, permits, draw requests, change orders, etc.
- Processes all invoices for accounts payable; maintains an accounts payable ledger of all accounts in computer.
- Develops and maintains computerized internal tracking system for all purchases. Maintains and reconciles computerized inventory; ensures supplies are properly coded to correct accounts.
- Works with the departments to ensure all project draw requests, change orders, etc. are correct and processed in a timely manner. Develops and implements accurate tracking system for timely reporting.
- Prepares and processes purchase orders for the acquisition/replenishment of routinely needed supplies.
- Maintains usage report for historical tracking for the purpose of ensuring proper inventory and supply levels at all times. Development and implementation of a historic records management system.
- Tracks purchases in process to ensure timely receipt, matching to purchase order, and receipt of correct orders.
- Prepares requisitions, change orders, procurement card reconciliation reports, budget amendments and other accounting, purchasing and inventory paperwork as necessary.
- Balances and reconciles accounts receivable ensuring that information is consistent and

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accurate between financial systems.

- Researches and resolves all receivable and payable problems. Work closely with vendors and departments to correct any disputes for quick resolution.
- Prepares / reviews various financial reports and records.
- Assists with monitoring of the budget and processing budget amendment requests.
- Utilizing different computer programs will perform word processing and extensive data entry.
- Prepares researches, maintains, and monitors up to date technical information as required. Develops change methods to current procedures and monitors outcome.
- Takes phone calls and answers any questions from departments or vendors in regards to invoice payments.
- Processes requisitions and other purchasing tasks according to established procedures.
- Maintains a pleasant cooperative attitude with co-workers. Maintains a professional appearance and grooming and dresses consistent with department image.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front line position for providing excellent customer service to members of the general public and other County employees. Personal contact with other employees of the unit, other departments within the County, citizens, and customers of the department. Service is provided in person, computer or by phone contact.

SUPERVISION

Occasionally functions as a lead worker over a small group of employees in absence of the designated lead worker or supervisor.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

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Education and Experience.

Associates Degree in Accounting or related field and five years progressively knowledgeable and skilled accounting experience demonstrating broad knowledge and practical experience with personal computers, standard application packages, modern office technologies, and customer service; or with a minimum of three years experience in stock and supply maintenance and distribution, with at least one year experience in records management, obtaining bid quotes, and computerized inventory procedures; or an equivalent combination of training, education and experience.

Licenses.

Depending on area of assignment may require a valid Florida driver license.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with customers or employees of organization.

Mathematical Skills

- 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.

Problem Solving Ability

- 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.

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- Studies manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities

- Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- Knowledge of the functions, operations and structure of County departments.
- Ability to maintain records, logs, and computer programs relating to all accounts payable and accounts receivable information.
- Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
- Strong working knowledge of computers and other office equipment.
- Strong organizational skills and ability to prioritize to meet established deadlines.
- 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.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

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, climb or balance, and lift up to twenty five 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, distance, color, and peripheral vision, depth perception and the ability to adjust focus to bring an object into sharp focus.

WORK ENVIRONMENT

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The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job in a typical indoors office environment; however, some time may be spent in the field in an outside environment. The noise level for this environment will be moderate.

Established: 1/2011

Pay Grade: 11

Job Description Number: 6208

Category: 6

Status:NE

Revised: