

Supervisor of Elections Office, Leon County FL

Job Description

Position: Senior Accounting Specialist

Pay Grade 86: \$43,351- \$71,530

GENERAL DESCRIPTION:

Highly independent position providing accounting, budgeting, bookkeeping, planning, and project management support to the Leon County Supervisor of Elections Office. This position works under the direction of the Administrative Services Director and in regular partnership with other staff members and partners throughout Leon County government to help assure the responsible and transparent use of public funds.

This team member coordinates needs for payables, purchasing cards, receivables, payroll processing and reporting, budget tracking, and election-specific and special financial projects. They also assist with accounting adjustments, internal and external audits, grants management, statistical analysis, and budget development.

The Senior Accounting Specialist must be able to work under pressure, maintain flexible hours during election cycles, and complete tasks in a timely and organized manner. Must be able to lift up to thirty pounds since moving physical files and records may be required. Some out-of-town travel may be required for training and election-industry certification opportunities.

REQUIRED EXPERIENCE AND ABILITIES:

- Understanding and applying Generally Accepted Accounting Principles (GAAP).
- Clear, effective, and tactful communication.
- Performing accurate calculations, including prorations and percentages.
- Proficiency with word processing and creating and editing spreadsheets.
- Working under pressure with composure.
- Anticipating and communicating impacts across a variety of program areas.
- Knowledge of standard office machines and software in a Windows environment.
- Possess a valid driver's license and insurable driving record.
- Be able to lift and carry up to thirty pounds.

DESIRED EXPERIENCE AND ABILITIES:

- Governmental accounting knowledge, particularly local governments.
- Creating and managing agency-wide budgets over \$5 million.
- Experience working in specialized accounting software.
- Navigating and interpreting Florida Statutes.
- Understanding and following government document retention schedules.
- Proficiency in maintaining and querying databases.
- Creating fillable PDFs or other automated forms.
- Proficiency in designing presentations and graphics.

REQUIRED TRAINING, PROFESSIONAL EXPERIENCE, CERTIFICATIONS:

Bachelor's degree with coursework emphasis in Accounting, Business Administration, Public Administration, Finance, or closely related field and a minimum of four years progressively responsible experience in financial support functions. Additional years of related professional experience may be substituted for the required education on a year-for-year basis.

SPECIFIC DUTIES:

NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement. It is subject to change as the needs of the Supervisor of Elections Office and the requirements of the position change.

Budgeting

- Collect and review individual managers' operating budget requests and prepare for review by director-level team.
- Update annual budget narrative with past election statistics and future projections.
- Confirm salaries and benefit data provided by the county's budget office annually.
- Load the office's operating budget request data into the county's GovMax budget software.
- Track capital improvement projects (CIP) and items involving other county departments (Matrix) to assist with completing additional budget requests to the county.
- Confirm adopted budgets are reflected correctly in the accounting system and assist with submitting and tracking budget amendments throughout the year.
- Track variances in the costs of individual budget items between budget and actual, including additions, deletions, surpluses or overruns.
- Provide end-of-year projections throughout the year, and periodically remind staff of items not yet expended under approved budgets.
- Track new or expected expenses that will need to be incorporated into future budget cycles.
- Manage budgets for individual, special projects when needed.

Accounting and Auditing

- Prepare journal entries or adjustment requests to be processed by the county's finance department in order to pay interdepartmental expenses, correct posting errors, and recognize accruals or pre-paid expenses, etc.
- Periodically audit payroll, payables, and vendor-related data to assure accuracy, efficiency, and overall compliance.
- Perform quarterly review of expenses and accounting transactions to identify any outstanding issues that need to be resolved.

- Assure and document quarterly, independent review of expenses and accounting transactions completed by the Supervisor of Elections.
- Assist with year-end closeout activity including calculation of excess fees and preparation of official memorandum to be signed by the Supervisor of Elections, as required by statute.
- Support fieldwork for independent financial audit each year.
- Assist, as needed, with occasional internal audits performed by the Leon County Clerk of Courts and Comptroller.
- Provide reports and receipts to the county for special reimbursement opportunities related to emergency management.

Payables

- Track accounts and invoices due, assure documentation and reporting is accurate and complete, verify vendor information, enter check requests in the Banner accounting system for processing by the county's finance department, and coordinate secondary approvals on payables over \$50,000.
- Coordinate use of the office's purchasing cards including maintaining a list of users and spending limits, adding or updating users through the county's purchasing department, understanding policies for use, entering receipts into the accounting system, and downloading monthly statements to reconcile against receipts.
- Audit employee travel reconciliations and mileage reimbursement requests and process them for payment.
- Keep the office's disbursements narrative current.

Receivables

- Track and collect outstanding receivables, make bank deposits, issue and track receipt books, and manage petty cash activity.
- Deposit candidates' qualifying fees and forward required amounts to third-party agencies.
- Keep the office's cash control narrative current.

Payroll

- Audit timesheets for accurate data entry and application of employment and leave policies, enter hours in the accounting system, coordinate paycheck processing with the county's payroll department, and provide pay period summary reports to senior management. This applies to year-round staff as well as dozens of seasonal workers hired during election cycles.
- Track overtime, administrative holidays, and leave balances as well as FMLA, sick pool, and parental leave periods for employees.

- Coordinate processing of poll worker paychecks including initial and supplemental runs through the county's disbursements department, voids and replaces, journal entries to recognize activity in the accounting system, workers compensation accrual calculations, and assist with clearing uncashed checks.
- Partner with the county's payroll department to issue W2s to poll workers at year end, as needed.
- Partner with the county's payroll department to issue 1099s to contract employees at year end, as needed.
- Renew the annual special salary qualification and confirm the salary for the Supervisor of Elections has been accurately loaded into the accounting system, per statute.
- Maintain historical payroll data for permanent and seasonal staff and provide reports and analysis as needed.

Grants Management

- Assist with setting up new grants to include maintaining documents files and memorandums of agreement, confirming recognition of grant budgets and required matches in the accounting system, confirming receipt of funds, confirming segregation of funds and accrual of interest as well as the drawdown of funds by the county's treasury department if required by grantor.
- Assist with managing grants to include tracking expenses, preparing data and receipts for reporting and auditing requirements, periodically reviewing accounting activity to assure accuracy and compliance, providing reminders to staff for yet to be completed grant-related activity, returning any unused funds to grantors or requesting carry forwards or deferrals in partnership with the county's budget and finance departments.

Miscellaneous

- Update and maintain comparison data for financial-related activity and statistics.
- Create and maintain process documentation, as needed, for finance-related activity.
- Manage annual contract renewal with workers compensation provider, including staffing the provider's payroll audit and updating contribution rates through the county's budgeting and payroll departments as needed.
- Refund unused petition balances to candidates and initiatives and collect on undue burden petition activity.
- Other duties may be assigned, as needed.

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