

## **ADMINISTRATIVE 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 area.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility and 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.

- Responsible for establishing and maintaining official documents and records in appropriate files.
- Balances and reconciles accounts receivable ensuring that information is consistent and accurate between financial systems.
- Maintains Suntrust and trouble shoots problems, answers questions, and makes decisions brought forward by other Specialists and purchase card holders.
- Researches and resolves all receivable and payable problems. Work closely with vendors and departments to correct any disputes for quick resolution.
- Assists with monitoring of the budget and processing budget amendment requests.
- Prepares researches, maintains, and monitors up to date technical information as required. Develops change methods to current procedures and monitors outcome.
- Maintains a pleasant cooperative attitude with co-workers. Maintains a professional appearance and grooming and dresses consistent with department image.
- 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.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

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- Processes all invoices for accounts payable; maintains an accounts payable ledger of all accounts in computer.
- Performs office management related to establishing filing systems, processing personnel records.
- Oversees 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.
- Develops and maintains computerized internal tracking system for all purchases
- Maintains and reconciles computerized inventory; ensures supplies are properly coded to correct accounts.
- 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.
- 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.
- Tracks purchases in process to ensure timely receipt, matching to purchase order, and receipt of correct orders.
- Supports the organization's guiding principles and core values.
- Maintains usage report for historical tracking for the purpose of ensuring proper inventory and supply levels at all times.
- Prepares requisitions, change orders, procurement card reconciliation reports, budget amendments and other accounting, purchasing and inventory paperwork as necessary.
- Supports the organization's guiding principles and core values.

**SECONDARY FUNCTIONS**

- Performs additional assignments as directed.

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### **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 occurs with other employees of the unit, employees of other departments in the County, consultants, contractors, administrators, public officials, citizens, and customers/clients of the department. Service is provided in person and by phone contact, through email and faxing.

### **SUPERVISION**

Often functions as a lead worker in small and large groups of employees. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience**

Associates Degree in Accounting or related field and five years progressively knowledgeable and skilled government accounting experience demonstrating broad knowledge and practical experience with personal computers, standard application packages, modern office technologies, and customer service and experience in government procurement practices, or an equivalent combination of training, education and experience.

#### **Licenses**

Possession of 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, analyze, and interpret highly complex documents.
- Ability to respond effectively to the sensitive inquiries or complaints.
- Ability to write concise meeting summaries, minutes and short reports.
- Ability to communicate effectively with elected officials and members of the public.

#### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

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- Ability to apply concepts such as fractions, percentages, ratios, and proportions.

**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.
- Ability to participate in development of policy, programs, plans, or procedures.
- Studies manual work process to determine most effective methods for essential tasks.

**Specialized Skills and Abilities**

- Requires knowledge of the field of assignment, sufficient to perform thoroughly and accurately the responsibility illustrated by the above job duties.
- Thorough knowledge of policies and procedures of the County.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- Dexterity, speed, and accuracy in use of office equipment.
- 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

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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 stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl; and will regularly be required to sit, use hands to finger, handle, or feel, and frequently talk or hear. Vision requirements include color vision.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this environment is moderate. Majority of all work is performed inside an office. Job functions are performed during the regular working day, however, may require night or weekend meetings or in-state travel.

Established: 05/2021  
Pay Grade: 18  
Job Description Number: 6059

Category: 6  
Status: NE  
Revised: