

MAJOR FUNCTION

This is an advanced professional position responsible for the independent coordination, review, and processing of highly complex financial services functions within one or more assigned operational areas of the Finance Department, including but not limited to Accounts Payable, Accounts Receivable, Payroll, and Purchasing/Procurement support. The Financial Services Coordinator serves as a recognized subject-matter expert and operational lead within the assigned functional area, providing authoritative technical guidance, ensuring quality and compliance across transaction workflows, and acting as the primary point of coordination between financial services staff, departmental customers, and management. The incumbent performs work of the highest technical complexity without supervisory oversight of day-to-day activities, exercises considerable independent judgment in applying financial policies and regulations, and leads efforts to improve processes, implement system enhancements, and support audit and compliance activities. This position may serve in a team lead capacity, providing work direction and technical mentorship to lower-level financial services staff in support of a supervisor or manager, but does not carry formal supervisory authority. Work is performed under the general direction of a Financial Services Supervisor or Finance Manager. Results are reviewed through conferences, reports, and achievement of desired objectives.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Independently process, review, and coordinate the complex financial transactions and documents within assigned functional areas, including but not limited to high-value invoices, disbursements, receipts, payroll adjustments, reconciliations, and regulatory filings, ensuring accuracy, completeness, and compliance with applicable policies and controls. Serve as the functional lead and primary technical resource for assigned financial services operations; provide authoritative guidance to staff, departmental customers, and management on transaction processing requirements, policy interpretation, and system usage. Act as team lead by providing work direction, technical mentorship, and quality review for lower-level financial services staff in support of a supervisor or manager; assist in coordinating workloads and priorities to meet operational deadlines. Review and verify the work of other financial service staff for accuracy, completeness, and compliance prior to final processing or supervisory approval. Lead or serve as the primary staff resource for coordinating interdepartmental financial activities, including calendar and fiscal year-end closeout processes, regulatory and tax reporting, reconciliation projects, and period-end financial reporting. Identify, research, and resolve complex processing errors, system discrepancies, and compliance exceptions; escalate unresolved issues to the supervisor with documented analysis and recommended corrective action. Lead or actively participate in the testing, implementation, and upgrade of financial system modules, workflows, and forms; develop or update desk procedures, user guides, and process documentation for assigned functional areas. Provide training and ongoing technical guidance to financial services staff on transaction processing, system functionality, applicable policies, procedures, and relevant state and federal regulations. Respond to complex or escalated inquiries from departmental staff, employees, vendors, retirees, and other stakeholders; research issues thoroughly and communicate resolutions clearly and professionally. Monitor transaction workflows and processing queues within assigned areas for errors, bottlenecks, or compliance gaps; recommend and implement corrective actions within delegated authority. Maintain confidentiality and integrity in the handling of all sensitive financial and personnel information. Performs related work as required.

Other Important Duties

Monitors staff development activities and coordinates assignments so that staff may attend training and developmental events. Completes special projects as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Advanced knowledge of governmental accounting, financial processing principles and practices, and applicable GASB and GAAP standards as they relate to assigned functional areas. Advanced knowledge of applicable federal, state, and local laws and regulations governing municipal financial operations, including but not limited to the Florida Prompt Payment Act, IRS reporting requirements, public records law, and applicable procurement statutes. Advanced working knowledge of enterprise financial management and timekeeping systems (ERP), with demonstrated experience in PeopleSoft Financials or a comparable platform. Ability to independently process and coordinate the most complex financial transactions with minimal supervisory guidance, exercising sound professional judgment in applying policies and resolving exceptions. Demonstrated ability to provide work direction, technical guidance, and quality review for financial services staff in a team lead or senior role. Ability to identify process inefficiencies and lead or significantly contribute to process improvement and system enhancement efforts. Ability to communicate complex financial and procedural information clearly and concisely, both orally and in writing, to diverse audiences including management, auditors, vendors, and non-financial staff. Ability to build and sustain effective working relationships with colleagues, management, and external customers across organizational levels. Ability to maintain strict confidentiality and integrity in the handling of sensitive financial and personnel information. Advanced proficiency in Microsoft Office Suite, particularly Excel, including pivot tables, data validation, lookup functions, and advanced formulas used in financial analysis and reconciliation.

Minimum Training and Experience

Possession of a bachelor's degree with major coursework in accounting, finance, public administration, business administration, information systems, or a closely related field, and five years of progressively responsible financial services experience in one or more functional areas (accounts payable, accounts receivable, payroll, or procurement), including at least one year performing at a senior or lead level; or possession of an associate's degree with major coursework in a related field and seven years of related experience, including at least one year in a senior or lead capacity; or an equivalent combination of education, training, and experience.

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