



THE HONORABLE
GWEN MARSHALL

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

HUMAN RESOURCES DIVISION

JOB ANNOUNCEMENT

APPLICATION DEADLINE – 02/11/2019

Job Title: General Accounting Manager

Position Number: 022200

Department/Division: General Accounting/Finance

Pay Grade: 86

Pay Range: \$64,918.23 – \$107,115.08

FLSA STATUS: Exempt

You may submit the Leon County Clerk of the Circuit Court and Comptroller application online at: https://cvweb.clerk.leon.fl.us/public/clerk_services/employment_opportunities/index.asp. Questions may be directed to Human Resources, (850) 606-4010.

DESCRIPTION:

The General Accounting Manager is responsible for all areas relating to financial reporting and accounting activities for both the Clerk of the Circuit Court (Clerk) and the Leon Board of County Commissioners (Board). This position directs the day-to-day functions of subordinate staff that are engaged in fund and accrual accounting and other related functions. This position reports to the Assistant Director of Finance. When necessary, this position may require attendance beyond the normal work shift or schedule to meet organizational demands.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prepares financial statements of Clerk, Board and other County Constitutional Officers in accordance with the generally accepted accounting principles (GAAP) and governmental accounting standards board (GASB). Also, ensures compliance with local, state and federal government reporting and filing requirements.
- Responsible for maintaining cash receipts, journal entries and other general journal entries.
- Responsible for the accurate and timely management of the general ledgers, monthly bank reconciliations, credit cards reconciliations, maintaining reconciling schedules for various trial balance accounts (fixed assets, prepaid accounts and account payable schedules, etc.), prepare and review trial balances, preliminary financial reports.
- Work with staff to monitor grants compliance, funding utilization and ensure timely reporting to grantors and grantees.
- Ensure the accurate and timely reporting of all monthly, quarterly and year end close financial information to the Finance Director.
- Prepares schedules and documents at year-end as required for external audits.

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ESSENTIAL DUTIES & RESPONSIBILITIES CONT'D

- Administers closing process for year-end audit and state financial reporting.
- Monitors and analyzes department work to develop and implement new processes and more efficient procedures to enhance the workflow and productivity of the department.
- Interacts with other departments concerning inquiries under the Florida Sunshine Law, conducting unusual reviews, and verifying compliance with administrative policies, GASB, legal, and regulatory standards.
- Responds to inquiries from the Clerk and Board regarding financial results, special reporting requests and the like.
- Collaborates with the other finance department supervisors to support overall department goals and objectives.
- Supports the Finance Director with special projects and workflow process improvements.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from accredited college or university in Accounting, Finance or Business.
- Possess a current Certified Public Accountant (CPA) license.
- Three years supervisory experience in financial reporting. A Master's degree in accounting and one year of experience in preparing financial statements may substitute for supervisory experience in financial reporting.
- Knowledge of generally accepted accounting principles, governmental accounting practices and auditing standards and procedures, and financial and statistical analysis techniques, along with the ability to prepare financial statements and reports and interpret financial data and tax laws.
- Advanced computer skills and proficiency in MS Office Suite including Excel, accounting databases and software.
- The ability to handle a variety of issues and problems; ability to communicate well with others in a courteous and professional manner; and, the ability to provide high quality customer service to all internal and external customers.

PREFERRED EXPERIENCE:

- Experience working with the Banner Software Application; Specifically, the Finance Integrated System.

CONDITIONS OF JOB OFFER AND EMPLOYMENT:

- Possess and maintain a valid Driver's License.
- Complete Background Check of Florida Crime Information Center (FCIC)/ National Crime Information Center (NCIC).
- Past Employment Verification.
- Education Verification.
- Pre-employment drug test at County designated test location.
- E-Verify Eligibility to Work in United States.
- 90-Day Introductory Period.

COMPENSATION AND BENEFITS:

This position receives base salary plus benefits for an exempt position. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow and perform any other job-related instructions requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. All employees may be given duties not specifically listed in this document. Regular attendance is a requirement of the position.