



THE HONORABLE
GWEN MARSHALL

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

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

HUMAN RESOURCES DIVISION

**Leon County Clerk of Circuit Court and Comptroller
Job Announcement**

APPLICATION DEADLINE – OPEN UNTIL FILLED

JOB TITLE: Accountant II
POSITION NUMBER: 022412
DIVISION/DEPARTMENT: Finance/Financial Services
PAY GRADE: 48
PAY RANGE: \$44,116.80 - \$67,787.20

DESCRIPTION:

This accountant will be entering at mid-level position. The work will cover certain phases of financial, accounting, and administrative management, control and analysis. Assignments are specific indicating both the results desired and the questions that may be asked relating to major objectives and priorities. All work will be reviewed through audits, internal checks, reports, observations and by what results are obtained on job assignments. Work will be performed under the supervision of the Financial Services Manager. This position may supervise clerical personnel.

DUTIES AND RESPONSIBILITIES:

Representative duties and tasks expected of this position are listed below. The list does not include marginal tasks that are also performed but are incidental to the primary functions. 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, nor does every position allocated to the class necessarily perform every duty listed.

- Perform accounting functions and financial and program analysis of the Leon County Clerk Tax Deed Program;
- Familiarity with the functions and workflows of the sale process, overbid funds, and lands available properties;
- Ensures that all financial activities meet both compliance and regulatory requirements in a timely manner;
- Perform accounting functions and financial and program analysis of the Leon County Special Assessment Collections program;
- Works closely with the Tax Deed Coordinator assisting in preparing, scheduling, advertising tax deed sales, conducting sales and distributing funds according to law;
- Performs customer service tasks with property owners of both the Tax Deed Program and Special Assessments;
- Collaborates and works closely with local governmental agencies;

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- Balance accounts, file and retrieve paper and electronic files, analyzes accounts and balances, monitors trends, and prepares and posts journal entries;
- Process financial adjustments using the web-based tax deed application software and posted journal entries to record financial data to the Clerk's enterprise resource planning account system;
- Responsible for monthly reconciliations of General Ledger accounts associated with Tax Deed activity;
- Execute all other duties necessary to complete the administration of tax deed sales in Leon County.

Licensure or Certification Requirements:

May require a driver's license if assigned to transport files among facilities or assigned to a remote office.

KNOWLEDGE, SKILL and ABILITIES:

- Knowledge of generally accepted accounting principles, governmental accounting practices and auditing standards and procedures.
- Financial and statistical analysis techniques, along with the ability to interpret financial data and tax laws.
- Ability to define problems, gather data, establish facts and draw valid conclusions.
- Must effectively use business English, spelling, grammar and punctuation.
- Competent in adding, subtracting, multiplying and dividing in all units of measure.
- Ability to make sound independent judgments in routine and non-routine situations.
- Experience and familiarity with accounting and program management software applications is preferred.
- Ideal candidate should have prior knowledge of and clear understanding of the ability to apply Florida real property.

ABILITIES:

- The individual must possess the ability to learn applicable state and federal laws, statutes, rules, and regulations and procedures applying to sale and redemption of real property that is the subject of delinquent taxes.
- Must have the ability to work in a fast-paced, automated environment with many interruptions, monitor the status of multiple processes simultaneously, and be able to establish and maintain effective working relationships with other employees, county/state agencies, attorneys and the general public.
- This position requires the ability to work with a personal computer in a Windows environment and have the ability to utilize work processing and spreadsheet applications such as Word and Excel is necessary.

EDUCATION and/or EXPERIENCE:

A bachelor's degree from an accredited four-year college or university in accounting and/or finance as well as two or more years of experience.

LANGUAGE SKILLS:

Interpret and apply applicable laws, rules, regulations and policies. Effectively use business English, spelling, grammar and punctuation. The ability to write routine reports and correspondence. Ability to read and comprehend simple instructions, short correspondence and memoranda. Ability to write simple correspondence. Ability to effectively present information to customers and co-workers.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to resolve routine and non-routine problems in a professional, standardized manner.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate rates ratios, and percentages. Ability to use a calculator.

OTHER SKILLS and ABILITIES:

Knowledge of all applicable state statutes and related laws. Possess integrity and honesty sufficient to properly manage confidential documents and collect appropriate fees. Ability to get along with and work closely with other employees in an open office environment.

COMPENSATION AND BENEFITS:

This position receives base salary plus benefits for a 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.

How to Apply/Contact:

Applicants must use the Leon County Clerk of Courts and Comptroller Employment Application form available at the following link: <https://cvweb.clerk.leon.fl.us/public/login.asp>. You may choose to download the application form from the website or complete the application form online and submit it via e-mail. Applications will remain active for a period of six (6) months from the date received.

Completed applications and resumes may be submitted via online electronic application, by mail, in person or by fax.

If submitting applications by paper, please mail or deliver applications to:

**Leon County Clerk of the Circuit Court and Comptroller
Attn: Human Resources Division
301 S. Monroe Street, #100
Tallahassee FL 32301**

If submitting the application and/or resume by fax, please transmit to: **850-606-4173**

Should you have questions and or concerns, you may contact the Human Resources Manager, Mr. Lorenzo L. Howard by voice at (850) 606-4017 or e-mail: llhoward@leoncountyfl.gov