



THE HONORABLE  
**GWEN MARSHALL**

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

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

**HUMAN RESOURCES DIVISION**

**Job Description**

**APPLICATION DEADLINE – Until Filled**

**Job Title:** Accountant I

**Division/Department:** Finance Administration/Finance

**Position Number:** 022008

**Pay Grade:** 48

**Pay Range:** \$37,455.43 – \$56,183.14

**Working Hours:** Monday - Friday, 8:00 A.M. to 5:00 P.M.

**Location:** Leon County Government Annex Building, 315 S. Calhoun Street, 7th Floor

**DESCRIPTION:**

Responsible for various functions within the Finance Department Accounts Receivable Division to include processing and recording of revenue and cash receipts for both the Clerk of the Court and the Board of County Commissioners. This position will also assist with other various accounts receivable and revenue accounting and reporting functions within the Finance Department. This position is a Fair Labor Standards Act (FLSA) exempt position and may be required to perform work outside and beyond normal working hours to include weekends, holidays, times of critical deadlines, projects, and/or other time-sensitive duties and or responsibilities.

**RESPONSIBILITIES:**

Representative duties and tasks expected of this Accountant I position are listed below. This 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.

- Responsible for the end of day closeout process with the Front Desk Administrative Assistant who takes in daily cash.
- Serve as a backup to the Front Desk Administrative Assistant as necessary.
- Responsible for managing/coordinating the input of transactions into the Accounts Receivable Module.
- Assist the other Accountants within the Accounts Receivable Division in the reconciliation of cash receipts from all revenue sources against bank statements and make necessary reconciling entries.
- Prepare and inputs reconciling items for bank reconciliations.
- Assist the other Accountants within the Accounts Receivable Division in coordinating activities associated with non-sufficient funds checks.
- Assist the Accounts Receivable Manager in managing the escrow accounts.
- Assist the Accounts Receivable Manager with any applicable financial reporting requirements.
- Research and respond to revenue/cash receipt related inquiries and issues in a professional manner;
- Monitor/Reconcile various general ledger funds.
- Assist in the preparation of year end revenue related audit and CAFR schedules.
- Research, analyze and understand applicable Florida Statutes, GASB and operational accounting policies and procedures.

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**PHONE: 850.606.4010 • FAX: 850.606.4173 • 301 SOUTH MONROE STREET, #100 • TALLAHASSEE, FLORIDA 32301  
LOCATED IN SUITE: #780, COURTHOUSE ANNEX, 315 SOUTH CALHOUN STREET**

- Support other accounting functions within the Office as necessary to include the Treasury Division as necessary.
- Processes receipt of customers' checks; prepare bank deposits; enter transactions into a financial system and or database.
- Attendance at work is required.
- Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Accounting, Finance, Public Administration or another related field.  
Minimum of one (1) year of accounting experience.

**PROFESSIONAL SKILLS/EXPERIENCE:**

Knowledge of general office policies and procedures. Good knowledge of business English, spelling and punctuation and have the ability to write routine reports and correspondence. Applicant must have the ability to interpret and apply applicable laws, regulations and policies. Must have the ability to work independently, work well with others and manage time effectively. Ability to effectively communicate, both orally and in writing. Ability to establish effective working relationships with co-workers. Ability to perform routine administrative support activities.

**LANGUAGE SKILLS:**

Ability to read. Ability to understand policies. Ability to document procedures. Ability to effectively present information and respond to questions from groups or individuals to include directors, managers, supervisors, co-workers, and the internal customers.

**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 tax rates and percentages. Ability to use a calculator.

**OTHER SKILLS and ABILITIES:**

Strong knowledge of federal and state regulations. Strong computer skills including proficiency in Excel. Working knowledge of Banner preferred but not required. Strong work ethic and team player. Possess integrity and honesty sufficient to properly manage confidential information. Ability to get along with and work closely with other employees in an open office environment.

**PHYSICAL DEMANDS:**

The employee must be able to sit for prolonged periods of time, perform repetitive actions and motion of one or both hands, lifting up to 25 pounds, bend/squat/kneel, hear ordinary conversation and office sounds, conduct verbal communication in person and on the phone, and prepare and read written communication by hand and on PC.

**ADAAA Compliance:** The Leon County Clerk of Courts is an Equal Opportunity Employer. Reasonable accommodations may be provided to qualified individuals with disabilities to enable performance of the essential mental and physical functions. Applicants and current employees may request any accommodations they may need in order to perform the essential functions of the position they hold or are seeking.



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**Working Conditions:** Work is conducted primarily in an office environment. This position frequently requires working within strict deadlines, under stressful conditions, and with a variety of personalities.

**COMPENSATION AND BENEFITS:**

**\*\*THIS POSITION WILL BEGIN AT OR NEAR THE MINIMUM\*\***

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.

To apply, click the link below:

<https://www.governmentjobs.com/careers/leoncountyclerk/jobs/2597081/accountant-i?pagetype=jobOpportunitiesJobs>

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