



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 II

Division/Department: Finance Administration/Finance

Position Number: 022412

Pay Grade: 52

Pay Range: \$47,286.62 - \$70,929.93

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:

The professional accounting work will cover certain phases of financial, accounting, and administrative management, control, and analysis. Assignments are general 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. 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 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.

- Analyzes Board or Clerk expenditures, revenues, general ledger, budget, and other reports.
- Prepares, reviews, and verifies journal entries.
- Reviews transactions for compliance and proper allocation.
- Reviews and analyzes balances and prepares the reconciliation of various funds and accounts.
- Assists in developing a more efficient operation by preparing forms, controls, systems, and procedures.
- Verifies compliance with Florida Statutes, GASB, operational accounting procedures and policies.
- Assists the Treasury Manager and Assistant Treasury Manager with the analysis and disposition of unclaimed property including issuance of notices, preparation of transmittals and submission of reports to the Florida Department of Financial Services, Bureau of Unclaimed Property.
- Updates records and performs calculations including those associated with tax deed sales.
- Assists the Tax Deed Coordinator with functions associated with tax deeds including ensuring that all payments are processed according to established accounting procedures specified by the Department, all notices are prepared correctly and mailed in accordance with Florida Statutes, updating the list of lands available, and coordinating tax deed sales.
- Serves as a department liaison with other departments, vendors, customers, and consultants on rules, regulations, and department policies.

WWW.CLERK.LEON.FL.US

**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**

- Communicates and cooperates with related state and county officials, other tax offices, and related offices.
- Assists the Tax Deed Coordinator with complex tax transactions and inquires.
- Attends professional conferences, meetings, training, and programs as directed.
- Assists in developing policies, procedures and programs to promote efficient and effective financial Operations.
- Regular attendance is required.

MINIMUM QUALIFICATIONS:

Bachelor's degree (B.A./B.S.) from a four-year college or university with a degree in accounting or finance. Applicant should have two years of professional accounting experience. A Master's degree in accounting or a CPA license may be substituted for experience.

PROFESSIONAL SKILLS/EXPERIENCE:

Knowledge of generally accepted accounting principles. Knowledge of governmental accounting practices and auditing standards and procedures. Knowledge of financial and statistical analysis techniques. Ability to prepare financial statements and reports. Ability to interpret financial data and tax laws. Knowledge of laws and regulations applicable to the processing of unclaimed property and Tax Deed sales. Knowledge of software applications such as Excel, Word, PowerPoint, Publisher and Crystal Reports. Knowledge of county government functions. Ability to multi-task while maintaining high level of concentration and accuracy despite constant interruptions. Ability to establish effective working relationships with management, employees, employee representatives, business professionals and the general public. Ability to utilize tact and diplomacy to deal effectively with general public and fellow employees. Ability to communicate effectively both orally and in writing utilizing proper English (grammar, punctuation, spelling, and sentence structure). Ability to understand and follow oral and written instruction, complex policies, laws, and directives. Ability to work efficiently and accurately in an atmosphere of frequent interruptions. Ability to remain calm in stressful situations.

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.



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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.

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/2664533/accountant-ii?pagetype=jobOpportunitiesJobs>

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