



Position Description

Title: Accountant II

Position#:022208

**Gwendolyn Marshall,
Clerk of Circuit Court**

Div./Dept.: Finance

Reports to: General Accounting Manager

Salary Range: \$47,286.620 - \$70,929.93

****THE STARTING SALARY WILL NOT EXCEED 10% OF THE MINIMUM OF THE SALARY RANGE***

Exempt: Yes

Effective Date: 04/27/2021

General Description:

The is an advanced professional accounting position primarily responsible for duties assigned by the General Accounting Manager. Assignments are general, requiring little direction. All work will be reviewed through audits, internal checks, reports, observations, and by measurable 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. Work is performed independently under the general direction of an accounting supervisor.

Essential Job Duties:

Representative duties and tasks expected of an Accountant II 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, nor does every position allocated to the class necessarily perform every duty listed.

1. Assignments include maintaining and monitoring accounting, grants, and budgetary records. Assists in resolving GASB 34 issues relating to the preparation of the County's financial statement. Prepares interim, annual, and interpretive financial, administrative, and operational reports. Reviews, analyzes, balances, and prepare reconciliation of various funds and accounts.
2. Prepares, reviews, and verifies journal entries.
3. Reviews transactions for compliance and proper allocation.
4. Assists in developing a more efficient operation by recommending, preparing, and implementing forms, controls, systems, and procedures.
5. Reviews and analyzes balances and prepares the reconciliation of various funds and accounts.
6. Interacts with other departments concerning inquiries under the Florida Sunshine Law, conducts unusual reviews, and verifies compliance with administrative policies, GASB, legal, and regulatory standards. Research, review, and interpret national, state, and local laws, rules, regulations, policies, procedures, and professional principles. Serves as an expert to all accounting staff and other departments regarding accounting procedures, policies, guidelines, practices, and accounting systems.
7. Assists in preparing the Comptroller's Report, and other official documents. Works closely with other accounting staff on financial issues such as payroll, accounts receivable, accounts payable, capital projects, debt management, grants, object codes, and year-end close out. Prepares schedules and documents at year-end and documents at year-end as required for external audit.
8. Analyzes and reconciles Purchase Card purchases and travel expenditures for propriety and proper allocation.
9. Work with coworkers, management, staff, the public, other governmental agencies, attorneys, and others. Must be able to deal with public about conflicts.

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. 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. Ability to interact with the public and others in a professional, courteous manner. Ability to establish effective working relationships with co-workers. Technical ability to use financial and business software in the performance of daily duties including the use of the Microsoft Office Suite of tools, EXCEL, WORD, and the ability to learn specialized, complex finance and court related computer applications.

EDUCATION and/or EXPERIENCE:

Bachelor's degree, preferably in Accounting or a related subject. Minimum of two to three years of experience in accounting.

LANGUAGE SKILLS:

Ability to interpret and apply applicable laws, rules, accounting pronouncements, regulations, and policies. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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 work with mathematical concepts, such as fractions, percentages, ratios, and proportions to practical situations. Ability to use a calculator.

OTHER SKILLS and ABILITIES:

Knowledge of all applicable federal, state statutes and related laws. Ability to analyze and interpret fiscal and accounting data and to prepare statements and reports. Ability to plan, organize, and supervise the work of professional, semi-professional and clerical accounting personnel. Possess integrity and honesty sufficient to properly manage confidential documents. Ability to get along with and work closely with other employees in an open office environment.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee may travel to cashiering locations to deliver supplies. Specific vision abilities required by this job include; color vision, distance vision, peripheral vision, and depth perception. The employee may use a stepstool to access supplies.

CONDITIONS OF JOB OFFER AND EMPLOYMENT

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.

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.

Equal Employment Opportunity Policy

The Leon County Clerk of the Circuit Court and Comptroller provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

HOW TO APPLY: Interested candidates apply using the following link:

<https://www.governmentjobs.com/careers/leoncountyclerk>