



## Position Description

### Title: Accountant I

### Position #: 022602

**Gwendolyn Marshall,  
Clerk of Circuit Court**

**Div./Dept.:** Finance/ Payroll  
**Reports to:** Supervisor Disbursements/Payroll  
**Exempt:** Yes  
**Effective Date:** 06/11/2021  
**Salary Range:** \$37,455.43 - \$56,183.14 Annually  
**Posting Period:** 06/11/2021 – 06/25/2021

#### **General Description:**

Responsible for accurate processing and recording of agency payroll, provide timely and accurate financial information and conducting weekly payroll processing. The incumbent provides payroll processing, distributed among the payroll division, for multiple employers: Leon County Board of County Commissioners, Clerk of the Circuit Court and Comptroller, Supervisor of Elections and the Court Administrators Office.

#### **Essential Job Duties:**

Representative duties and tasks expected of a Payroll Accountant 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.

- Perform payroll functions;
- Analyze and ensure that all payroll transactions are processed accurately and timely;
- Reconcile payroll prior its transmission and validate confirmed reports;
- Perform timesheet interface process and evaluate for errors or missing data;
- Prepare accurate quarterly and year-end reporting when necessary (i.e.: 941's, W-2, W-2C, etc.) according to prescribed deadlines;
- Research and respond to payroll related inquiries and issues in a professional manner;
- Assist in the accurate preparation and processing of payroll related state, federal managements reports. This includes: State of Florida Retirement System, Unemployment Compensation, etc.
- Ensure that all payroll deductions are disbursed in a timely manner and related files are submitted;
- Assist with returned check processing, over-payment calculations and notifications, payroll adjustments and collections;
- Assist in processing garnishments to include correct calculation and compliance;
- Summarize and remit payroll taxes, including federal, Social Security and Medicare withholdings;
- Calculate, track and process the salaries and wages and deductions payable to employees to include: retroactive pay, over-time, bonuses, leave(s) without pay, benefit deductions, etc.;
- Use accounting software to complete payroll transactions;
- Maintain internal controls in place;
- Assure confidentiality and security of payroll records and information;
- Assist in compliance with payroll laws and regulations;
- Assist in the processing of manual checks when needed;
- Supports other accounting functions, primarily accounts payable and check processing

#### **Licensure or Certification Requirements:**

None

**KNOWLEDGE, SKILL, and ABILITIES:**

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.

**EDUCATION and/or EXPERIENCE:**

Bachelor's Degree in Accounting, Finance, Public Administration or other related field and one year of accounting or payroll experience. Associate's Degree in a related field and three years of accounting or payroll experience.

**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:**

While performing the duties of this job, the employee is frequently required to sit.

**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>