



Position Description
Title: General Accounting Manager
Position #: 022200

**Gwendolyn Marshall,
Clerk of Circuit Court
& Comptroller**

Div./Dept.: Finance/General Accounting
Reports to: Assistant Director, Finance
FLSA Status: Exempt
Effective Date: 06/19/2020
Salary Range: \$64, 918.23 - \$107,115.08
Posting Period: 03/31/2021 – April 14, 2021
Essential Staff: YES

DESCRIPTION:

The General Accounting Manager is responsible for all areas relating to financial reporting and accounting activities for the Clerk of the Circuit Court (Clerk), Supervisor of Elections (SOE), and the Leon Board of County Commissioners (Board). This position directs the day-to-day functions of subordinate staff that are engaged in fund and accrual accounting and other related functions. This position reports to the Assistant Director of Finance. When necessary, this position may require attendance beyond the normal work shift or schedule to meet organizational demands.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prepares financial statements of Clerk, Board and other County Constitutional Officers in accordance with the generally accepted accounting principles (GAAP) and governmental accounting standards board (GASB). Also, ensures compliance with local, state and federal government reporting and filing requirements.
- Responsible for the preparation and/or review of various journal entries.
- Responsible for the accurate and timely management and posting of transactions within the general ledger system, the maintaining of all chart of accounts, the review of all fund trial balances, the reconciliation of various schedules for all fund trial balance accounts and the preparation of all preliminary and final financial reports.
- Works with staff to monitor grants compliance, funding utilization and ensure timely reporting to grantors and grantees as well as oversight of the annual Single Audit and preparation of the annual Schedule of Expenditures of Federal Awards (SEFA).
- Works with staff to oversee all areas of Fixed Asset accounting.
- Ensures the accurate and timely reporting of all monthly, quarterly and year end close financial information to the Assistant Director of Finance and/or Finance Director.
- Prepares schedules and documents at year-end as required for external audits.
- Administers closing process for year-end audit and state financial reporting.
- Monitors and analyzes department work to develop and implement new processes and more efficient procedures to enhance the workflow and productivity of the department.
- Interacts with other departments concerning inquiries under the Florida Sunshine Law, conducting unusual reviews, and verifying compliance with administrative policies, GASB, legal, and regulatory standards.
- Responds to inquiries from the Clerk and Board regarding financial results, special reporting requests and the like.
- Collaborates with the other finance department supervisors to support overall department goals and objectives.
- Supports the Assistant Director of Finance and/or Finance Director with special projects and workflow process improvements.

- Other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree from accredited college or university in Accounting, Finance or Business.
- Three years supervisory experience in financial reporting. A Master's degree in accounting and one year of experience in preparing financial statements may substitute for supervisory experience in financial reporting.
- Knowledge of generally accepted accounting principles, governmental accounting practices and auditing standards and procedures, and financial and statistical analysis techniques, along with the ability to prepare financial statements and reports and interpret financial data and tax laws.
- Advanced computer skills and proficiency in MS Office Suite including Excel, accounting databases and software.
- The ability to handle a variety of issues and problems in a high volume, fast paced environment; ability to communicate well with others in a courteous and professional manner; and, the ability to provide high quality customer service to all internal and external customers.

PREFERRED EXPERIENCE:

- Experience working with the Banner Software Application and/or Caseware Financial Statement prep systems.

Licensure or Certification Requirements:

- Certified Public Accountant (CPA) license and/or Certified Government Finance Officer (CGFO) designation strongly preferred.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to: sit, stand and walk, reach with hands and arms, stoop, kneel or crouch and perform repetitive actions and motion of one or both hands. Employee needs to be able to hear ordinary conversation and office sounds, conduct verbal communication in person and on the phone. Specific vision abilities required by this job include; color vision, distance vision, peripheral vision, and depth perception.

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>