



THE HONORABLE  
**GWEN MARSHALL**

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

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

**HUMAN RESOURCES DIVISION**

**Leon County Clerk of Circuit Court and Comptroller  
Job Announcement**

**APPLICATION DEADLINE – 05/16/2018**

**JOB TITLE: Accountant II**

**POSITION NUMBER: 022008**

**DIVISION/DEPARTMENT: ADMINISTRATION/FINANCE**

**PAY GRADE: 48**

**PAY RANGE: \$ 44,116.80 – 67,787.20**

**DESCRIPTION:**

The professional accounting work of this position 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. Work will be performed under the supervision of a division supervisor. This position may supervise clerical personnel and lower level accountants.

**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. Analyzes Board or Clerk expenditures, revenues, general ledger, budget and other reports.
2. Prepares, reviews and verifies journal entries.
3. Reviews transactions for compliance and proper allocation.
4. Assists in developing a more efficient operation by preparing forms, controls, systems and procedures. Reviews deposits for proper controls and recommend solutions to preparers.
5. Reviews and analyzes balances and prepares the reconciliation of various funds and accounts.
6. Reconciles bank statements. Timely, accurately and effectively identify and resolve bank account and merchant card account discrepancies, to include: recording of actions taken, being an effective liaison with stakeholders and staff and escalating complex discrepancies.
7. Verifies compliance with Florida Statutes, GASB, operational accounting procedures and policies.

**WWW.CLERK.LEON.FL.US**

8. Assists in the preparation of statements, reports and budgets. Compile data from monthly bank vault reports, merchant service providers and Western Union to report the volume of cash, checks and credit card collections by location for periodic reports for purposes such as, obtaining insurance or to support necessary frequency of bank deposits and courier services.
9. Analyzes Purchase Card purchases and travel expenditures for propriety and proper allocation.
10. Coordinates activities associated with respect to non-sufficient funds checks.
11. Work with coworkers, management, staff, the general public, other governmental agencies, attorneys and others. Must be able to deal with general public about the procedures dealing with vendors and possible conflicts.
12. Respond to basic collection questions such as deposit preparation and check acceptance. Handle a variety of issues and problems with banks and merchant service providers. Daily responds to requests for research and assistance related to banking and credit card activity for staff without access to online banking including finance staff, county departments, and Board and Clerk staff at 20 cashiering locations. Bank research includes but is not limited to: resolving deposit errors, bank adjustments, confirming check or ACH settlements, downloading check images for fraud or deposit errors. Merchant card provider research includes preparing and processing to resolution customer credit card fraud claims, identifying for customers that county department charges appear in their credit card statements, and investigating settlement of specific transactions. Merchant card provider research includes preparing and processing to resolution customer credit card fraud claims, identifying for customers that county department charges appear in their credit card statements, and investigating settlement of specific transactions.
13. Handles the movement of money via book transfers, electronic transfers, and ACH transfers. May act as a lead worker to operational side of division concerning input and audit of documents.
14. Assists other Finance Department employees as necessary.
15. Train staff with access to online banking to conduct bank research for their own division.

**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 general 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. Proficient on a 10 key calculator.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree, preferably in Accounting or a related subject. Minimum of three to five 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.

**COMPENSATION AND BENEFITS:**

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.