



Don Barbee, Jr.

Clerk of Circuit Court & Comptroller - Hernando County
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

Job Number: 2018-06
Posting Date: 12/26/18
Closing Date: 1/13/19

JOB DESCRIPTION

JOB TITLE:	ACCOUNTANT	PAY GRADE:	140
DEPARTMENT:	FINANCIAL SERVICES	PAY RANGE:	\$33,000 - \$46,200
SUPERVISOR:	ASSISTANT DIRECTOR OF FINANCIAL SERVICES	REVISED:	DECEMBER 2018
		NON-EXEMPT	

JOB SUMMARY:

Responsible for applying knowledge of accounting principles and practices along with initiative and independent judgement to a full range of technical activities. Monitor and review financial transactions, prepare complex bank and other reconciliations, prepare accounting reports, and assist in the preparation of the County's annual financial report.

ESSENTIAL JOB FUNCTIONS:

1. Reconcile Board of County Commissioners bank statements, prepare corrections, analyze and report opportunities for improvement of reconciliation process and those entries that impact it.
2. Prepare journal entries, year-end entries, corrections and adjustments.
3. Compile quarterly financial reports and reports requested by other agencies, and assist in the preparation of the County's Comprehensive Annual Financial Report.
4. Research and resolve accounting issues and provide technical accounting support to other departments and agencies. Work collaboratively with and provide assistance to both internal and external auditors by responding to inquiries, providing financial data, explaining accounting entries, etc.
5. Develop knowledge of regulatory and legislative developments affecting accounting and financial reporting functions as it applies to the position.
6. Periodically perform and act as back-up for accounting duties associated with credit card receipt bank reconciliations and related fees, capital asset reconciliations, and similar activities
7. Reconcile periodic reports, accounting transactions and general ledger balances.
8. Perform research to obtain meaningful information for decision-making and application of accounting principles.
9. Perform special projects and assignments as directed by the Director or Assistant Director of Financial Services.
10. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

Graduation from an accredited university with a bachelor's degree in Accounting.

Experience:

Two (2) years of recent and relevant professional accounting experience, preferably in an environment that provides broad knowledge of public finance administration.

Licenses/Certificates:

N/A

EQUIPMENT USED:

Personal computer, scanner, calculator, copier,

ESSENTIAL SKILLS & QUALIFICATIONS:

- Skill in using a calculator
- Working knowledge of Generally Accepted Accounting Principles (GAAP), accepted practices, and methods of accounting.
- Ability to analyze and interpret fiscal records and prepare accurate and complete financial statements, summaries and reports.
- Intermediate knowledge of Excel, Word, Outlook and other basic Windows applications.
- Ability to communicate orally and in writing.
- Ability to perform duties with minimum supervision.
- Ability to interpret, comprehend, and implement policies and procedures.
- Skill in interacting with the public, co-workers, and intra-county office personnel in a professional manner.

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer.

Frequent:

Ability to access file cabinets for filing and retrieval of data. Ability to communicate orally in order to answer the telephone.

WORKING CONDITIONS:

Office environment.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

The Clerk of Circuit Court is an Equal Opportunity Employer.

****Employment preference is given to applicants who do not use a tobacco product(s)****

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting Administration, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call 352-540-6208, Mon – Fri, 8:00 a.m. – 5:00 p.m.

If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at www.typingtest.com, print the results and attach to your on-line application.