



Doug Chorvat, Jr.

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

Job Number: 2023-16

Posting Date: 11/2/23

Closing Date: open until filled

JOB POSTING

Accounting Specialist

Financial Services Department

Salary Range: \$23.91 - \$31.88 per hour
(Starting salary depends on qualifications)

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting About Us, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call (352) 540-6233 or email hr@hernandoclerk.org Monday – Friday, from 8:00 a.m. – 5:00 p.m.

Note: If minimum typing speed is required under the “Essential Skills and Qualifications” section, you must provide this information in order to be considered for the position. You may take a typing test at no cost by going to www.typingtest.com. Please attach the results to your on-line application.

Pursuant to Chapter 295, Florida Statutes, candidates eligible for Veterans’ Preference will receive preference in employment for vacancies and are encouraged to apply. Certain service members may be eligible to receive waivers for postsecondary educational requirements. Candidates claiming Veterans’ Preference must attach supporting documentation with each submission that includes character of service (for example, DD Form 214) along with any other documentation as required by Rule 55A-7, Florida Administrative Code.

The Hernando County Clerk of Circuit Court is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Applicants wishing to request an accommodation should contact the Human Resources Department by email at hr@hernandoclerk.org or by phone at (352) 540-6233.

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

JOB SUMMARY:

Responsible for performing accounting duties in one or more areas of financial operations including accounts payable, accounts receivable, grants, payroll, treasury, financial reporting, and general accounting. Assist with preparation of annual audit schedules and financial statements, including the preparation of Hernando County Annual Comprehensive Financial Report and other monthly, quarterly, and annual financial and informational reports.

ESSENTIAL JOB FUNCTIONS:

1. Assist in the creation of weekly, biweekly, monthly, and annual reports in a timely and accurate manner and maintain appropriate records.
2. Compile and/or verify accuracy of various data, transactions, and reports, including but not limited to payroll, accounts payable, accounts receivable, fixed assets, grants, general journal entries, and other accounting transactions.
3. Assist in the preparation and maintenance of accounting schedules and general ledger account and/or bank account reconciliations for various projects and accounts as directed, utilizing advanced spreadsheet applications.
4. Compile data, complete schedules for the annual audit, and assist in the preparation of the Annual Comprehensive Financial Report, as well as other related annual reports.
5. Provide assistance to Finance Director and Assistant Finance Director for projects as needed.
6. Prepare journal entries to record various transactions such as wire transfers, interest, accruals, and other activities.
7. 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 or related field, or completion of a two year associate degree, and three years of recent and relevant professional accounting experience.

Experience:

Experience in the preparation of financial statements and/or financial audit schedules, complex bank or account reconciliations preferred. Experience with governmental accounting preferred.

An equivalent combination of education, experience and training may be substituted at the Clerk's discretion.

Licenses/Certificates:

N/A

EQUIPMENT USED:

Personal computer, calculator, copier, scanner.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Working knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) pronouncements.
- Ability to analyze and interpret fiscal records and prepare accurate and complete financial statements and reports.

- Ability to interpret, comprehend, and implement policies and procedures.
- Intermediate knowledge of Excel, Word, Outlook and other basic Windows applications.
- Ability to plan and organize individual work product.
- Ability to communicate orally and in writing.
- Skill in interacting and maintaining effective working relationships with the public, co-workers, intra-county office personnel and outside professionals in a professional manner.
- Ability to perform duties with minimum supervision.
- Skill in using a calculator.

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:

Constant:

Office environment.

Frequent:

Flexible hours as required.

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