



# Doug Chorvat, Jr.

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

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**Job Number: 2020-11**  
**Posting Date: 12/26/20**  
**Closing Date: 1/24/21**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	FINANCIAL ACCOUNTANT	<b>PAY GRADE:</b>	170
<b>DEPARTMENT:</b>	FINANCIAL SERVICES	<b>PAY RANGE:</b>	\$51,000 - \$71,400
<b>SUPERVISOR:</b>	ASSISTANT DIRECTOR OF FINANCIAL SERVICES	<b>REVISED:</b>	DECEMBER 2020
		<b>EXEMPT</b>	

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### 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 Hernando County annual financial report. Coordinate and manage routine debt issuances such as line of credit, manage draws from lines of credit and assist in issuance of other debt. Supervision of General Accountant position.

### ESSENTIAL JOB FUNCTIONS:

1. Supervise the training of personnel, authorized leave, work assignments and employment performance evaluations of the General Accountant to ensure effective productivity.
2. Recommend and implement procedures to improve the efficiency and productivity of the division.
3. Advise employees concerning work and personnel problems, with the goal of achieving the highest morale within the division.
4. Develop, implement, update and distribute policy and procedure manuals on a timely basis.
5. Coordinate procedures between outside agencies and inter-office divisions/departments, including developing positive working relationships with Board employees.
6. Handle complaints, problems or difficult situations with the public and/or Board departments in a professional manner.
7. Interpret and implement laws, rules and regulations to ensure compliance on a timely basis regarding functions of the divisions.
8. Reconcile Hernando County Board of County Commissioners bank statements, prepare corrections, analyze and report opportunities for improvement of reconciliation process and the entries that impact it.
9. Coordinate and manage routine debt issuance such as line of credit and draws on lines of credit.
10. Manage software related to creation of comprehensive annual financial report, and software related lease data for GASB 87 *Leases* disclosures.

11. Compile data, complete schedules for the annual audit, and assist in the preparation of the comprehensive annual financial report, as well as other related annual reports.
12. Compile quarterly financial reports and reports requested by other agencies. Assist in the preparation of Hernando County's Comprehensive Annual Financial Report.
13. Research and resolve accounting issues and provide technical accounting support to other departments and agencies. Work collaboratively with and aid both internal and external auditors by responding to inquiries, providing financial data, explaining accounting entries, etc.
14. Develop knowledge of regulatory and legislative developments affecting accounting and financial reporting functions as it applies to the position.
15. 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.
16. Reconcile periodic reports, accounting transactions and general ledger balances.
17. Perform research to obtain meaningful information for decision-making and application of accounting principles.
18. Provide assistance to Department Director and Assistant Director for projects as needed.
19. 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:**

Four years of recent and relevant professional accounting experience in the preparation of financial statements and/or financial audit schedules, including complex bank or account reconciliations. Experience with governmental accounting preferred.

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

**Licenses/Certificates:**

Certified Public Accountant (CPA) required.

**EQUIPMENT USED:**

Personal computer, calculator, copier, scanner.

**ESSENTIAL SKILLS & QUALIFICATIONS:**

- Working knowledge of Generally Accepted Accounting Principles (GAAP,) accepted accounting practices and methods of accounting.

- Ability to analyze and interpret fiscal records and prepare accurate and complete financial statements, summaries 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, organize and supervise the work of others.
- Ability to communicate orally and in writing.
- Skill in interacting 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.

**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](http://www.hernandoclerk.com), by selecting About Us, 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.