



# 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: 2020-09**

**Posting Date: 11/27/20**

**Closing Date: 12/22/20**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	GOVERNMENTAL ACCOUNTANT	<b>PAY GRADE:</b>	180
<b>DEPARTMENT:</b>	FINANCIAL SERVICES	<b>PAY RANGE:</b>	\$60,000 - \$84,000
<b>SUPERVISOR:</b>	ASSISTANT DIRECTOR OF FINANCIAL SERVICES	<b>REVISED:</b>	OCTOBER 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 the County's annual financial report and other reports. Supervise and direct banking administration, grants accounting, proprietary fund accounting, capital assets and general accounting duties.

### 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. Compile quarterly financial reports and reports requested by other agencies and assist in the preparation of the County's Comprehensive Annual Financial Report.
3. Prepare journal entries, year-end entries, corrections and adjustments as needed.
4. Reconcile periodic reports, accounting transactions and general ledger balances.
5. 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.
6. 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.
7. Develop knowledge and assist with implementation of Governmental Accounting Standards Board (GASB) pronouncements.
8. Develop knowledge of regulatory, legislative and accounting rules and guidance as they relate to financial reporting functions. Assist with implementation of GASB pronouncement and other guidance.
9. Regular attendance and punctuality.

**OTHER JOB DUTIES:**

Perform other duties as assigned.

**JOB STANDARDS:**

**Education:**

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

**Experience:**

Four years of recent and relevant professional accounting experience including complex bank or account reconciliations and financial audit schedules. Two or more years of experience in management/supervisory capacity. Governmental experience preferred

**Licenses/Certificates:**

Certified Public Accountant (CPA) required.

**EQUIPMENT USED:**

Personal computer, scanner, calculator, copier,

**ESSENTIAL SKILLS & QUALIFICATIONS:**

- 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 schedules 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.
- Ability to plan, organize and supervise the work of others.
- Skill in interacting with the public, coworkers, intra-county office personnel and outside professionals 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](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.

**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](http://www.typingtest.com), print the results and attach to your on-line application.**