

Posted: 05/19/2017
\$20.92/hour
37.5 hours/week
1950 hours/year

**OFFICE OF THE CLERK OF CIRCUIT COURT
LAKE COUNTY, FLORIDA
POSITION DESCRIPTION**

JOB TITLE: Accountant, Board

SALARY RANGE: \$40,794-\$75,816

JOB SUMMARY:

Under the direction of the Senior Accountant, is responsible for maintaining the integrity of the books and records of the Board of County Commissioners (Board), and other entities in accordance with applicable standards/guidelines. This position is classified as exempt from the overtime provisions of the Fair Labor Standards Act; however, if the salary paid is below the Federal threshold, the employee will be considered non-exempt and will be paid applicable overtime wages.

ESSENTIAL DUTIES:

- Prepares journal entries. Reconciles certain balance sheet accounts to detail sub-ledgers, prepares monthly and annual account reconciliations, and proposes corrections when necessary.
- Reviews monthly and quarterly reports for certain grants and determines if grant funds are being spent in accordance with the grant agreement.
- Assists with debt administration by reviewing debt service funds and preparing debt service payments. Prepares reports for debt service covenants, and disseminates information to meet continuing disclosure requirements.
- Maintains the integrity of the fixed asset records for the Board, and other entities, in accordance with applicable standards/guidelines including, but not limited to maintaining fixed asset database, preparing periodic financial reports relating to fixed assets, reconciling capital outlay to the fixed asset inventory system and reviewing capital purchases.
- Reviews contract related purchase orders and invoices for compliance with contract terms. Assists with maintaining a database of contracts. Performs contract research as required.
- Assists with monthly and year-end closing process. Assists with year-end audit and the preparation of the Comprehensive Annual Financial Report (CAFR). Prepares various annual reports to outside agencies.
- Manages records retention in accordance with established procedures and guidelines.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, finance, business or a related field from an accredited college or university.
- Three years of accounting/auditing experience.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of generally accepted accounting principles.
- Knowledge of governmental accounting practices and procedures of the Governmental Accounting Standards Board.
- Knowledge of county policies and ordinances.
- Knowledge of recordkeeping and bookkeeping practices and methods.
- Skill in financial calculations, analysis, and reporting.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to analyze data and prepare reports.
- Ability to fluently read, interpret, speak, write, and understand the English Language.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.

PHYSICAL ACTIVITIES:

- Fingering, Grasping, Talking, Hearing, Repetitive motions.

PHYSICAL REQUIREMENTS

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

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 any other job-related instructions and to perform any other job-related duties 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. Requirements 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. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.