

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

JOB TITLE: Senior Accountant, Board

SALARY RANGE: \$70,551 - \$128,076

JOB SUMMARY:

Under the direction of the Accounting Director, is responsible for maintaining the integrity of the financial data for the Board of County Commissioners (Board) through the preparation of reconciliations, journal entries, reports to outside agencies, and by overseeing expenditures made for grant agreements. This position is classified as exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Provides work direction and supervision to subordinate staff in areas of financial accounting and payroll. Evaluates, in conjunction with the Accounting Director, employee work performance; confers with the Accounting Director regarding plans of action to facilitate employee correction/growth.
- Reviews, in conjunction with the Accounting Director, month end revenues and expenditure detail reports for propriety. Reconciles certain balance sheet and bank accounts.
- Reviews monthly and quarterly reports for grants and determines if grant funds are being spent in accordance with grant agreements. Reconciles reports to the general ledger.
- Reviews a variety of payroll reports to ensure accuracy and timeliness, including pension and tax reporting. Researches changes in payroll regulations.
- Reviews contracts, accounts payable purchase orders, and invoices as needed to ensure accuracy and proper authorizations.
- Manages all activities related to financial applications, including but not limited to, maintaining user data security and data tables, coordinating support and troubleshooting, developing procedures, and training. Coordinates the planning, testing, and implementation of new releases or enhancements to new or existing applications.
- Assists with the external audit and assists in preparation of Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR) by preparing schedules of federal and state financial assistance and other schedules as needed.
- Oversees the books of the Lake-Sumter Metropolitan Planning Organization and/or Lake County Water Authority, serving as liaison to finance staff, assisting in preparation of the annual budget, providing financial analysis/reports, and accounting support as needed. Assists with annual audit.
- Prepares various annual reports to outside agencies.
- Compiles data and prepares and/or reviews financial reports.

- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, finance, or a related field from an accredited college or university, or an equivalent combination of education, training, and experience
- Four years of direct, verifiable, and related work experience in accounting or auditing. Direct experience must be sufficient to successfully perform the essential duties of the job.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of generally accepted accounting principles.
- Knowledge of statutes, regulations, policies, and procedures governing work unit.
- Knowledge of principles and practices of governmental accounting, auditing, and financial reporting.
- 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, 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, at distances close to the eyes, such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and 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.



**Gary J. Cooney**

Clerk of the Circuit Court and Comptroller  
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## SUMMARY OF BENEFITS

Effective 10/01/2024

<b>EMPLOYEE BENEFITS</b>	
<b>Annual (vacation) Leave:</b> 1 - 3 years employed 4 - 15 years employed 16+ years employed	Earn 113.10 hours/year (15.08 days) Earn 136.50 hours/year (18.20 days) Earn 181.35 hours/year (24.18 days)
<b>Sick Leave</b> <i>(may use after 6 months of employment)</i>	Earn 90.285 hours/year (12.038 days)
<b>Bonus Vacation Leave</b> <i>(additional leave earned for unused sick hours)</i>	Earn up to 37.50 hours/year (5 days)
<b>Holidays</b> <i>(employee birthday, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Thanksgiving Holiday, and Christmas Day)</i>	12 paid days/year
<b>Bereavement Leave</b> <i>(leave for death of an immediate family member)</i>	3 paid days
<b>Florida State Retirement System</b> <i>(pension and investment plan options)</i>	Contributions by Clerk's Office and employee <i>(employee contributes 3% of gross pay (pre-tax))</i>
<b>457 Deferred Compensation Plan</b> <i>(supplemental retirement savings account)</i>	Employee contribution (pre-tax or Roth)
<b>Payroll Direct Deposit</b>	Employee choice of any ACH bank
<b>Post-Employment Health Plan</b> <i>(payout at separation of employment for a percentage of unused sick leave, per Clerk policy)</i>	Payout of unused sick leave for qualified health premiums

*This summary is offered as general information only and is not a complete list of all employee benefits.*

**Contact Us:**

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<b>INSURANCE BENEFITS</b>	
(coverage begins 1st day of the month following the completion of 30 consecutive days as an active employee)	
<b>Medical Insurance</b> <i>(includes pharmacy benefit and use of the Employee Clinic)</i>  HMO..... PPO..... HMO Over-age dependent..... PPO Over-age dependent.....	Paid by Employee (pre-tax dollars)  <u>Employee Only</u> <u>Family</u> \$58.22/month    \$251.00/month \$76.84/month    \$303.74/month \$986.40/dependent/month \$1,014.28/dependent/month
<b>Employee Clinic</b> On-site doctor, nurse practitioner, and clinical social worker; check-ups, sick visits, well-woman visits, annual physicals, lab work, free medications, mental health counseling, and more.	Free when enrolled in the Clerk's Office Medical Insurance
<b>Dental Insurance</b>  HMO..... PPO.....	Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Employee +1</u> <u>Family</u> \$6.18/month    \$12.24/month    \$21.78/month \$12.18/month    \$25.68/month    \$43.20/month
<b>Vision Insurance</b>	Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Family</u> \$4.24/month    \$12.08/month
<b>Employee Life Insurance</b> <i>(Basic Term-Life Insurance and Accidental Death &amp; Dismemberment)</i>	Paid by Clerk's Office One times annual salary, rounded to the next higher \$1,000
<b>Supplemental Term-Life Insurance and AD&amp;D</b> Employee, spouse, and child(ren)	Paid by Employee
<b>Disability Insurance</b> Long-Term Disability..... Long-Term Disability Buy-Down..... Short-Term Disability.....	Paid by Clerk's Office Paid by Employee Paid by Employee
<b>U.S. Legal Services</b> Family Defender..... Identity Defender..... Family & Identity Defender.....	Paid by Employee: \$16.90/month Paid by Employee: \$12.94/month Paid by Employee: \$26.84/month
<b>Flexible Spending Reimbursement Accounts</b> <i>(Set aside tax-free money to reimburse eligible expenses)</i> Health Care..... Dependent Care.....	Paid by Employee (pre-tax dollars)  Elect up to \$3,200/year Elect up to \$5,000/year
<b>Employee Assistance Plan</b>	Paid by Clerk's Office
<b>AFLAC</b> Group Accident; Critical Illness; Group Hospital Indemnity Employee, spouse and/or child(ren)	Paid by Employee Price based on plan selected and covered members
<b>Pet Insurance</b>	Paid by Employee Price based on plan selected