



## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Senior Accountant

Job Specifications			
<b>Classification:</b>	Exempt	<b>Department:</b>	Finance
<b>Supervisor:</b>	Finance Manager	<b>Location:</b>	Crestview
<b>Salary Range:</b>	E-11	<b>Schedule:</b>	Monday - Friday 8am - 5pm
<b>Revision Date:</b>	October 16, 2023	<b>Revised By:</b>	Chelsea Law

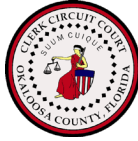
#### Job Summary:

Responsible for administrating Enterprise and limited General Governmental Funds for the Board of County Commissioners (Board), the Comptroller & Clerk of Courts (Clerk) and the other Constitutional Officers as needed, as well as, limited budgeting assistance. This position involves monitoring compliance with the Clerk, Board, State of Florida, and Federal policies and requirements.

#### Essential Job Functions:

The list of essential functions as outlined here is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such functions are a logical assignment to the position.

- Maintaining records for multiple debt issues and monitoring compliance with related debt service requirements.
- Maintaining and reconciling supporting documentation for general ledger accounts for appropriate funds.
- Processing intergovernmental transfer payments between County departments.
- Posting billing records to general ledger accounts for various funds.
- Monitoring receivable records for payments from customers and coordinating with appropriate Clerk and Board department personnel, as appropriate.
- Processing and filing sales tax returns and remittances.
- Reconciling bank statements.
- Analyzing revenue and expenditure trends for Clerk and Board budget monitoring purposes.
- Review budget amendments and budget transfers for the Board and Clerk once approved.
- Create/update revenue and/or expenditure accounts when requested in accordance with the State of Florida uniform accounting system (UAS)
- Preparing periodic interim financial statements.
- Assisting with the preparation of the Annual Finance Report (AFR) and Comprehensive Annual Financial Report (CAFR), including preparation of financial statements, conversion from fund statements to government-wide statements, and preparation of footnotes to the financial statements.
- Preparing and filing reports with various State of Florida agencies.



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- Assisting Accounts Payable with vendor reporting, such as W-9 and 1099, and vendor statement reconciliation.
- Maintaining and reconciling fixed asset records and schedules with cooperation of the Board of County Commissioners' Fixed Asset Custodian

### **Minimum Required Qualifications:**

- Bachelor's degree (B.S.) in accounting from a four-year college or university; may consider B.S. in other field with a major in Accounting; four years of experience and/or training preferably in a government environment; or equivalent combination of education and experience.
- Governmental Accounting experience
- Skill in financial calculations, analysis, and reporting, organizing and prioritizing work.
- Skill in interviewing and conducting investigations.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to analyze data and prepare reports.

### **Physical Demands:**

- Walking, standing, or sitting for extended periods of time at a computer terminal
- Professional and appropriate behavior for an office environment
- May require stooping and bending
- Must be able to lift 15 pounds

### **ADA Compliance:**

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **Employee Acknowledgement:**

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.