

HIGHLANDS COUNTY CLERK OF COURTS

JOB DESCRIPTION

JOB TITLE: ACCOUNTANT I – ACCOUNTANT III

CLASS: 0230 - 0232

DEPARTMENT: ACCOUNTING DIVISION

POSITION SUMMARY

The Accountant is responsible for performing highly specialized accounting work to ensure that all financial accounting records maintained by the Clerk of Courts are fairly and accurately presented. Working under the direction of the Accounting Director and Manager, the Accountant is expected to ensure that all revenues, expenditures, assets, and liabilities are properly recorded and actively participate in the preparation of the county's annual financial report and various other reporting requirements. The position requires extensive knowledge and practical application of accounting methodologies as well as accurate and timely maintenance of financial records following governmental accounting and reporting standards. The Accountant is expected to participate in the year-end close and audit process as well as the implementation and continued compliance with applicable standards. (GASB, GAAP, Single Audit, etc) Strong financial and analytical skills are required. The Accountant is required to be a highly motivated self-starter with review and proofing experience.

ESSENTIAL JOB FUNCTIONS:

- Ability to apply accounting theory to account for revenues, expenditures, transfers, accounts payable, accounts receivable and inventory in accordance with GAAP/GASB to accurately report the results of operations.
- Ability to analyze and resolve complex accounting issues, and if necessary, seeks the assistance of the Accounting Manager and/or Director.
- Makes recommendations to improve accounting processes and procedures.
- Performs daily accounting activities required to maintain the general ledgers in a manner that will permit the financial records to be fairly and accurately presented.
- Reconciles accounts, initiates corrective actions, and formulates and recommends system and process changes through evaluation, analysis of problems and application of accounting theory.
- Verifies source documents for accuracy, completeness, authorization and coding, as well as proper application of fees, refunds, collections, and discounts in order to verify general ledger balances, reconcile account balances to the general ledger and identify accounting problems or weaknesses.
- Reviews general ledgers on a monthly basis to ensure accuracy of postings.
- Performs contract review and pre-audit functions.
- Assists in the preparation of financial statements, including note disclosures, and ad hoc financial reports, as required.
- Assists with annual closing activities.
- Assists with the external audit.

-
- Communicates (verbally and written) efficiently, effectively and in a professional manner at all times.
 - Continuously fosters a strong working relationship with Clerk and Board Management and staff.
 - Maintains an organized set of detailed records and files to document financial transactions.
 - Continually works toward improvements in the efficiency and effectiveness of the Accounting Division.
 - Performs other duties, as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as directed.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficiency in Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards (GASB).
- Experience with governmental accounting principles and procedures.
- Knowledge of finance, accounting, and administration of county departments.
- Knowledge of the laws, ordinances and regulations governing the financial administration of the County.
- Ability to analyze financial data and to prepare accurate reports in a timely fashion.
- Ability to analyze and interpret financial related issues.
- Ability to develop and establish financial policies and procedures.
- Ability to work independently, with little supervision.
- Ability to establish and maintain effective working relationships.
- Ability to effectively communicate both orally and in writing.
- Ability to work effectively under stressful conditions.
- Ability to exercise initiative and sound judgment and to react with discretion under varying conditions.
- Ability to establish and maintain effective and appropriate relationships with employees of the Board of County Commissioners, the Clerk of Courts and the elected Officials.
- Desire and commitment to remain current in GAAP and GASB standards required.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four (4) year college or university with major course work in accounting, business, or public administration.
- Knowledge and experience in the application of governmental accounting principles and practices, principles of supervision, organization and administration.
- Knowledge of federal, state and local laws and regulatory requirements applicable to County financial matters including budgeting, procurement, and disbursement.
- Knowledge of computer applications applicable to financial transactions.
- Ability to serve the public and fellow employees with honesty and integrity in full accord

with the letter and spirit of the Clerk's mission statement.

- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials.
- Minimum of two (2) years experience in governmental accounting desired.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Certified Public Accountant (CPA), Certified Government Finance Officer (GGFO), or similar certification, highly recommended.
- Desire and continued pursuit towards personal and professional advancement required.

ESSENTIAL PHYSICAL SKILLS:

- Ability to sit at a desk and view a display screen for extended periods of time.
- Acceptable eyesight (with or without correction).
- Ability to communicate both orally and in writing.
- Proficiency in various computer applications.
- Acceptable hearing (with or without hearing aid).
- Traverse stairs (if elevator is not accessible). Sit for extended periods of time. Lift and carry objects in excess of 10 pounds. Utilize step-ladder (filing out of normal reach). Bend. Stoop.

ENVIRONMENTAL CONDITIONS:

- Office environment.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Signature

Date

Director

Date