



Clerk of Circuit Court & Comptroller Okaloosa County

Position Title: Accountant

Department: Financial Services

Location: Crestview

FLSA Status: Non-Exempt

Salary Range: \$38,688.00 – \$58,302.00

JOB SUMMARY: Staff professional responsible for a variety of accounting, auditing and financial related duties for the Okaloosa County Board of County Commissioners, Okaloosa County Supervisor of Elections, and Okaloosa County Clerk of Circuit Court and Comptroller.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The duties and responsibilities of this position include, but are not limited to:

- Maintaining and reconciling fixed asset records and schedules with cooperation of the Board of County Commissioners' Fixed Asset Custodian.
- Maintaining records for multiple debt issues and monitoring compliance with related debt service requirements.
- Maintaining, reconciling and analyzing supporting general ledger schedules for all asset and liability accounts.
- Processing intergovernmental transfer payments between departments.
- Posting and analyze billing records to general ledger and revenue accounts.
- Monitoring receivable records for payments from customers and coordinating with appropriate department personnel.
- Reconciling bank statements.
- Preparing monthly interest allocations.
- Preparing and filing reports with various State of Florida agencies (Fuel Tax, Sales Tax, Abandoned Property, etc.).
- Receive Revenue/Accounts Receivable addition requests from Grants Administration and perform transaction within financial accounting system(s).
- Review and approve contract pay requests for accuracy and compliance with respective contract.
- Prepare any necessary daily journal entries and process them as required.
- Prepare and maintain all fiscal year end entries, reversals, and schedules.
- Monitoring compliance with the Board, State of Florida, and Federal requirements as related to grants, contracts, and generally accepted accounting principles (GAAP), GASB and other regulatory agencies as may be required.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Perform fiscal and calendar year end processes.
- Work with external auditors when required.
- Maintain regular communication with director/manager for any accounting



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- discrepancies or significant issues.
- Complete special projects and all work assignments as required
- Cross train on other areas of equal and lesser complexity and serve as a backup for those functions.
- Demonstrate considerable ability to analyze complex data, document and exercise sound judgment, and prioritization of evolving tasks.
- Attend and participate in meetings, audits, workshops, and webinars as necessary.
- Perform other job duties and special tasks as assigned.

QUALIFICATION AND REQUIREMENTS:

- 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 preferred.
- Proficiency in Excel and Word.
- Knowledge of or experience in accounting software preferred.
- Good communication skills, both oral and written, to communicate effectively.
- Good interpersonal skills and the desire to work in a team environment are critical.
- Accurate keyboarding and data entry skills.
- Must be organized and detail oriented.
- Strong problem-solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timelines.
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately.

ESSENTIAL PHYSICAL SKILLS AND WORK ENVIRONMENT:

- 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 lbs.

Visit www.OkaloosaClerk.com to apply.