

Accountant II – Flagler County Clerk of the Circuit Court & Comptroller’s Office

Pay Range: \$53,705.60 – \$67,620.80/year with excellent benefit package

The Accountant II position is in the Finance Department and will primarily have responsibilities in: Financial Reporting; Accounting and ERP system problem-solving; and General Ledger, Sub-ledger and Internal Control monitoring and analysis. Systems include Sungard/Naviline (ERP) system, OnBase for document and workflow management system, Benchmark (CMS) system, Landmark (RMS) system, and other subsystems.

The ideal candidate will have knowledge of Governmental Accounting and Financial Reporting (for state and local governments), as well as a thorough understanding of accounting systems and internal controls. The ideal candidate will also have experience analyzing and solving Accounting and Financial Reporting problems and handling special projects. The ideal candidate will have the ability to work with County management and stakeholders in outside departments and agencies. Excellent written and verbal skills are required as this position involves writing narratives for financial reports, internal control documentation, procedures, training documents, etc.

Requires a Bachelor’s degree in accounting from an accredited college or university. Preferred qualifications include at least five years of professional accounting experience, possession of or candidate for certification as CPA, CGFO or CPFO.

Please note: Candidates with an equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted will be considered.

An application for employment is obtainable on the Clerks’ website at:
<https://flaglerclerk.com/human-resources/employment-information/>

Please submit completed application and resume:

Clerk of Circuit Courts Office
Kim C. Hammond Justice Center
1769 East Moody Blvd, Building #1
Floor 2 – Human Resources Department
Bunnell, FL 32110

Telephone: 386-313-4445 or 386-313-4446
Fax: 386-437-1091

Position open until filled. Subject to close without notice. Flagler County Clerk of Courts is a drug-free workplace. EOE