

**ESCAMBIA COUNTY SHERIFF'S OFFICE**

Human Resources
1700 W. Leonard St.
Pensacola, FL 32501

<http://www.escambiaso.com>

INVITES APPLICATIONS FOR THE POSITION OF:
Accountant

An Equal Opportunity Employer

SALARY

\$23.48 /Hour

OPENING DATE: 10/20/17

CLOSING DATE: 11/03/17

THE POSITION

This class performs accounting and auditing tasks related to the preparation and maintenance of financial records, the tracking and internal audit of financial transactions, the production of reports and statements, and payroll time sheet administration as required in the assigned department.

EXAMPLES OF DUTIES

May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Performs a variety of accounting functions, which includes: reviewing and approving payables; reconciling accounts; preparing accounting schedules; preparing batch deposits; processing refund checks; reviewing quarterly tax filings for accuracy; coding and entering information into a database; serving as a liaison with outside agencies; and, performing other related tasks.

Prepares and processes journal entries.

Processes, monitors, and maintains financial information related to a fiscal and/or accounting related transactions.

Prepares, submits, reviews, and analyzes a variety of reports, reconciliations, and statements to and from internal departments, financial institutions, and external agencies; makes recommendations based on findings.

Manages contracts and/or grants to ensure compliance with applicable policies, procedures, and guidelines; monitors related expenditures.

Represents the department and/or County at a variety of meetings, public events, training sessions, on committees, and/or other related events.

Compiles, balances, reconciles, and audits financial information in assigned area of

responsibility; tracks revenues, expenditures, and/or investments.

Assists with budget preparation and maintenance activities, which includes: balancing revenue and expenditures; supporting department(s) in the budgeting process; providing financial data upon request; and, performing other related activities.

Prepares cost, budget, and/or management analysis to assist in fiscal planning efforts.

Performs other duties of a similar nature or level.

TYPICAL QUALIFICATIONS

Bachelor's Degree in Business Administration, Accounting, Finance or related field and three years of accounting experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

License and Certification Requirements:

Valid driver's license.

National Incident Management System certification if required by department.

Auditing principles and practices.

Account reconciliation methods.

Knowledge of (position requirements at entry):

Generally Accepted Accounting Principles (GAAP).

Principles, practices, and standards of governmental and fund accounting.

Principles and practices of cash management.

Financial and statistical recordkeeping techniques.

Account preparation, review, and control methods.

Applicable Federal, State, and Local laws, rules, and regulations.

Budgeting principles.

Grant and/or contract management principles and practices.

Skills in (position requirements at entry):

Maintaining accounting records.

Preparing accounting statements and reports.

Analyzing financial data.

Monitoring accounting control systems.

Reconciling, balancing, and auditing accounts.

Preparing comprehensive accounting reports.

Verifying, balancing, and adjusting accounts.

Meeting schedules and timelines.

Reviewing financial documents for completeness and accuracy.

Maintaining financial records.

Working independently.

Reading, comprehending, and analyzing financial statements.

Using computers and applicable software applications.

Interpreting and applying applicable Federal, State, and/or Local laws, rules, and regulations.

Performing mathematical calculations.

Applying accounting procedures and principles.

Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

SUPPLEMENTAL INFORMATION

Material and Equipment Used:

Modern office equipment.

Positions in this class typically require:

Fingering, grasping, talking, hearing, seeing and repetitive motions.

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. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.escambiaso.com>

EXAM #00407

ACCOUNTANT

DL

EMAIL: dllandrum@escambiaso.com

FAX: (850) 436-9606

Accountant Supplemental Questionnaire

- * 1. Please check the block that best describes your education and experience for this position.

NOTE: Relevant education must be listed in the "Education" section of your application. NOTE: Relevant experience must be listed in the "Work Experience" section of your application. Your application will be rated ineligible if your relevant education and experience are not listed in the correct sections as listed above.

Master's degree or higher in Business Administration, Accounting, Finance, or other related field

Bachelor's degree in Business Administration, Accounting, Finance, or related field AND three (3) years of accounting experience

Associate's degree in Business Administration, Accounting, Finance, or related field AND six (6) years of accounting experience

High school diploma (G.E.D.) AND nine (9) years of accounting experience

None of the above

- * 2. Do you claim Veteran's Preference?

Yes

No

- * 3. If you are claiming Veteran's Preference, which of the below qualifies you for Veteran's Preference?

Disabled Veteran that has served on active duty in any branch of the Armed Forces and who presently has an existing service-connected disability which is compensable under public laws administered by the DVA or are receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the DVA and the Dept. of Defense

The spouse of a Veteran who has a total and permanent service-connected disability and who, because of this disability, cannot qualify for employment

The spouse of a Veteran who is missing in action, captured in the line of duty by hostile force, or detained or interned in the line of duty by a foreign government or power

A Veteran of any war who has served at least one (1) day during a war time period. Must have Honorable Discharge. Active Duty for Training shall not be allowed for eligibility.

A Veteran who has been awarded a campaign or expeditionary medal

- The unremarried widow(er) of a Veteran who died of a service-connected disability
- The mother, father, legal guardian, or unremarried widow(er) if a service member who died as a result of military service under combat-related conditions as verified by the U.S. Dept. of Defense
- A Veteran who has served in the active military, naval, or air service and who was discharged or released therefrom under Honorable conditions only or who later received an upgraded discharge under Honorable conditions. Active Duty for Training shall not be allowed for eligibility
- A current member of any reserve component of the U.S. Armed Forces or the Florida National Guard
- N/A

- * 4. I understand that if claiming Veteran's Preference, I must submit ALL the appropriate/supporting documentation to confirm my qualifications for Veteran's Preference by the closing date (11/03/2017) of this job advertisement in order to be awarded the appropriate Veteran's Preference. **NOTE: Supporting documentation can be submitted via email to dllandrum@escambiaso.com; via fax at 850-436-9606; or in person at the Escambia County Sheriff's Office Administration building located at 1700 West Leonard St., Pensacola, FL.. NOTE: Supporting documentation must be submitted by the closing date (11/03/2017) in order to receive the appropriate Veteran's Preference. If the supporting documentation is not submitted by that time, Veteran's Preference will not be awarded. NOTE: For any questions regarding what documentation is required, please email dllandrum@escambiaso.com**

- Yes
- No
- N/A

- * 5. Are you currently a permanent ECSO employee?

- Yes
- No

- * Required Question