



Clerk of Circuit Court & Comptroller Okaloosa County

Job Description Accounting Clerk

Job Specifications			
Classification:	Non-Exempt	Department:	Finance
Supervisor:	Finance Manager	Base Location:	Crestview
Salary Range:	Accounting Clerk I \$16.50 - \$23.21 Accounting Clerk II \$17.74 - \$24.84 Accounting Clerk III \$18.98 - \$26.57	Schedule:	Monday - Friday 8am - 5pm

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 as it relates to grants, contracts, and daily transactions.

Essential Job Functions:

The list of essential functions as outlined herein 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 herein if such functions are a logical assignment to the position.

- 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, Unclaimed Property, etc.)
- Verifying grant reimbursement request amounts before recording requested transactions for revenue/receivables.
- Reviewing and approving contract pay requests for accuracy and compliance with respected contract.
- Preparing any necessary daily journal entries and process them as required.
- Prepare and maintain all fiscal year end entries, reversals, and schedules.
- Maintaining files and documentation thoroughly and accurately, in accordance with company policy and generally accepted accounting practices.



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- Performing fiscal and calendar year processes.
- Working with external auditors when required.
- Assisting in the collection and preparation of information used to prepare financial reports including the Comprehensive Annual Financial Report, the single audit schedule, audit confirmations and other reports and schedules as needed.
- Maintaining regular communication with the director/manager for any accounting discrepancies or significant issues.
- Completing special projects and all work assignments as required.
- Cross-training on other areas of equal or lesser complexity and serve as a backup for those functions.
- Demonstrating considerable ability to analyze complex data, document and exercise sound judgment, and prioritization of evolving tasks.
- Attending and participating in meetings, audits, workshops, and webinars as necessary.
- Performing other job duties and special tasks as assigned.

Minimum Required Qualifications:

- Bachelor's degree (B.S.) in accounting from a four-year college or university preferred; may consider B.S. in other fields with a major in accounting; two years of experience and/or training preferably in a government environment; or equivalent combination of education and experience.
- 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 an emphasis on accuracy and timeliness.
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately.

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.



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Equal Opportunity Employer:

The Okaloosa County Clerk of Court provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Clerk's Office complies with applicable state and local laws governing nondiscrimination in employment in every location in which there are facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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 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.