

**OFFICE OF THE CLERK OF CIRCUIT COURT & COMPTROLLER
SEMINOLE COUNTY, FLORIDA
POSITION DESCRIPTION**



JOB TITLE: Accountant II – Comptroller’s Office
POSITION NO.: E21-09
SALARY RANGE PER ANNUM: \$49,348 - \$81,484
HOURS: Monday – Friday, 8:00am – 5:00pm

JOB SUMMARY:

Under the direct supervision of the Director of the Comptroller’s Office, this position is responsible for professional, technical, and administrative work involving various accounting responsibilities, including, but not limited to, account reconciliations, fixed assets, accounts receivable, accounts payable, and financial accounting and reporting operations. This position will also assist in the preparation of audit work papers for the CAFR, the Continuing Disclosure Report and the Popular Annual Financial Report (PAFR). This position is classified as exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

The list of essential duties outlined here is representative of the tasks performed in this position. The omission of essential duties does not preclude the assignment of additional duties not listed.

- Processes accounting and financial documents and technical transactions in compliance with all applicable rules, regulations and procedures; duties may vary according to job assignments.
- Assists in the development, implementation and updating of the Popular Annual Financial Report (PAFR) also known as the Citizens’ Financial Report.
- Performs routine to highly complex accounting work according to Generally Accepted Accounting Principles.
- Assists in developing procedures and departmental guidelines applicable to the work.
- Assists in the updating of process and procedures, training manuals and development of new processes and procedures to create efficiencies and effectiveness of the Comptroller’s Office.
- Reviews and performs, as needed, accounting reconciliation of fixed assets; enter, maintain and organize the fixed asset module.
- Checks documents for validity and accuracy of information and performs mathematical calculations.
- Reconciles accounts; reviews, investigates, and corrects errors.
- Prepares journal entries, year-end entries, corrections and adjustments.
- Performs and or reviews monthly bank reconciliations of County’s various bank accounts.
- Performs and or reviews the monthly interest allocation for various cash and investment accounts.
- Reviews Board of County Commissioners’ agenda items relevant to assigned funds such as Budget Amendment Resolutions and Budget Transfer Requests; reports items of interest and/or concerns to management.
- Reviews P-Card statements and supporting documentation for various departments on a rotational basis.

- Researches and resolves complex accounting issues; provides customer service to County departments.
- Cross-trains in a wide variety of technical accounting duties and assists with the training and development of staff.
- Assists in the preparation of audit work papers, including the review of work papers generated by others.
- Performs any special projects and assignments that are given by the Director or Assistant Director of the Comptroller's Office.
- Assists in gathering information/data for implementation of any new Governmental Accounting Standards.
- Performs other duties as deemed necessary.

MINIMUM QUALIFICATIONS:

- Completion of Bachelor's Degree in Accounting or related field
- Five (5) years or more of recent, relevant experience (public sector preferred),
- Master's Degree Preferred.
- CPA or CGFO preferred.

An equivalent combination of education, training and experience will be considered.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of accounting principles and their application to a variety of accounting transactions and problems on a daily basis.
- Knowledge of general office procedures and practices including skills in keyboarding and adding machine.
- Knowledge of Excel, preferably advanced.
- Advanced knowledge of Publisher and PowerPoint Presentations
- Ability to make complex and varied arithmetic computations and tabulations rapidly and accurately.
- Ability to understand and carry out oral and written instructions.

PHYSICAL ACTIVITIES:

- Manual dexterity, Talking, Hearing, Repetitive motions.

PHYSICAL REQUIREMENTS:

- 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, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions

and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.