

# Gulf County Clerk of the Circuit Court and Comptroller

## Job Description

<b>Job Title:</b>	<b>Accountant</b>
<b>Department:</b>	<b>Finance</b>
<b>Reports to:</b>	<b>Director of Finance &amp; Management</b>
<b>Salary:</b>	<b>Negotiable based on experience</b>

### General Summary:

Advanced and specialized professional accounting work with emphasis on grants, designated projects and payroll accounting functions. Positions allocated to this classification report to a designated supervisor and work under general supervision.

### Essential Duties and Responsibilities:

- Adheres to generally accepted accounting principles and auditing standards; maintains proper audit trails, and verification and reconciliation actions for all processed work.
- Performs accounts payable and accounts receivable functions to include examining, verifying and processing all related procurement requests and documents.
- Analyzes billings and payments related to payroll, accounts payable and/or receivable tasks, such as cash flow, invoices, billings, and payments.
- Generates various system reports and/or audit calculations to verify the accuracy of the accounting functions and processing.
- Monitors cash balances; posts journal entries; analyzes and reconciles numerous ledgers and accounts.
- Provides continual account analysis to ensure accuracy of the accounting methods used and to support management decision making.
- Maintains database and filing of Finance Department documents of all County contracts related to accounts payable, accounts receivable, grants agreements and other financial obligations.
- Prepares grant reports and reviews and monitors grant expenditures in compliance with grant requirements.
- Maintains and reconciles various logs, reports, ledgers, accounts, files, databases, and spreadsheets.
- Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advises management of actions and potential risks.
- Prepares various monthly and quarterly reports.
- Assists with special projects for the Finance Department.
- Analyzes, prepares, and reconciles payroll data. Uses automated payroll system to produce accurate and timely payroll.

- Prepares weekly, monthly, quarterly, and year-end payroll reports; reconciles payroll deductions.
- Assists external auditors and prepares work papers
- Bills miscellaneous accounts receivable items.
- Provides customer service assistance to vendors, employees and the public
- Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
- Perform other related duties as directed.
- Performs related duties and responsibilities, as assigned.

**Minimum Qualifications:**

**Education & Experience:**

- Requires a Bachelor's degree from an accredited college or university with major coursework in accounting.
- Requires four (4) years of progressively responsible experience in governmental accounting, auditing or closely related experience.
- Computer literate with proficiency with Microsoft Word and Excel
- Valid Florida Driver's License.

**Other Required Competencies:**

- Considerable knowledge of accounting systems and procedures.
- Considerable knowledge of the rules, policies, regulations, and procedures involved in analyzing account transactions.
- Ability to communicate effectively both orally and in writing.
- Ability to manage multiple projects in an efficient and professional manner.
- Ability to plan, organize and perform work independently.
- Ability to understand and follow complex oral and written instructions.
- Ability to prepare clear and concise written reports.
- Ability to communicate effectively with public and private businesses, individuals, government agencies, employees and personnel in other departments.

**Preferred Qualifications:**

- Governmental accounting experience at a local government or as an auditor for a CPA firm performing financial and single audits of local governments.
- Certified Public Accountant.
- Certified Government Finance Officer.
- Experience with state and federal grants awards.
- Extensive knowledge of Single Audit requirements and reporting.
- Experience and knowledge of the Florida Retirement System (FRS)

**Work Conditions & Physical Factors:**

- Work is performed indoors in a typical office environment.
- Requires intermittent sitting, standing, walking, bending, crouching, repetitive motion, and lifting objects up to 25lbs.

- **Must be capable to effectively use and operate different office equipment, such as but not limited to, a telephone, desktop computer, calculator, copier, scanner, fax machine, etc.**
- **Must have the use of sensory skills in order to effectively communicate and interact with other employees, colleagues and the general public through the use of the telephone, email and personal contact.**