



Posting Date: May 1, 2019

Putnam County Clerk of Courts Senior Accountant

Department: Clerk of Court Finance

General Description:

This is a professional level accounting position that maintains accounting and financial records in accordance with GAAP and GASB standards for both the Clerk of Courts and the Putnam County Board of County Commissioners. (BOCC) This job requires understanding and applying accounting and financial management principles, theories, and practices which are obtained through a combination of education, training, and on-the-job experience. Work is performed under supervision from the Finance Director and/or Assistant Finance Director in accordance with Clerk and Board policies, county ordinances, and compliance with federal and state laws.

Examples of Job Duties:

- Reconciles and balances general ledger accounts and subsidiary records.
- Maintains and audits financial records, accounts, ledgers, and journals.
- Prepares journal entries for budget transfers, accruals, receivables, and other corrections.
- Analyzes accounting and fiscal data, records, and reports.
- Assists in the preparation of the County-wide financial statements, including detail schedules of items such as investments, capital assets, long-term debt, cash flow statements, and fund balances.
- Monitors and/or prepares federal and state grant reports.
- Coordinates preparation of schedules for external audit testing.
- Performs internal audit test work as needed.
- Prepares various reports for Clerk of Courts and/or BOCC Departments to meet internal and external reporting requirements.
- Assists with the monthly and year-end closing process of accounting records.
- Reviews and monitors the work of other finance personnel.
- Assists in updating and developing policies and procedures as needed to ensure the adequacy of internal accounting controls.
- Fosters an open inviting environment for employees and others, portraying ethical and professional behavior in appearance, attitude, and demeanor.
- Assists in the preparation of annual budget estimates.

(These job duties are not to be construed as a complete statement of all duties performed. Employees may be assigned additional duties by management as required.)

Knowledge, Skills and Abilities:

- Knowledge of governmental accounting principles, practices, and procedures.
- General knowledge of Federal and State grant requirements.
- Ability to learn Clerk and BOCC functions from County policies and procedures, County ordinances, and Florida Statutes.
- Ability to research transactions, analyze data, prepare reports, and compile data from a variety of financial records.
- Ability to communicate effectively orally and in writing with employees, department heads, external auditors, other governmental agencies, and the general public.

- Ability to manage and accept responsibility for tasks.
- Knowledge of automated accounting systems (enterprise accounting software “H.T.E”, and AS400 preferred), including proficiency with spreadsheet, word processing and presentation software (Microsoft Excel, Word and Power Point).
- Considerable knowledge of business English, math, spelling, grammar and punctuation.
- Ability to exercise good judgment in applying and interpreting policies and procedures.

Education and Experience:

- Graduation from an accredited college or university with a Bachelor’s Degree in Accounting or Financial Management.
- At least one to three years of relevant experience.
- CPA certification or candidate is preferred.

Essential Physical Skills and Work Environment:

- Ability to: communicate using speech, vision and hearing; operate a computer, printer and other standard business machines.
- Work in a standard office environment, normally seated.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Additional Details:

- Annual pay range: \$45,000 - \$52,000, DOQ
- This position is typically scheduled to work Monday – Friday 8:30 am – 5:00 pm. Additional hours may be needed as required for deadlines. FLSA Exempt position.
- All Clerk employees are required to use Direct Deposit for their payroll.
- Benefits offered include annual and sick leave, paid holidays, medical, dental, vision, and life insurance, flexible spending account, and retirement with the FL Retirement System.

How to Apply:

Application Forms: sherry.mehl@putnam-fl.com

Mail applications to: Putnam County Clerk of Courts
PO Box 758
Palatka, FL 32178-0758
Attn: Human Resources Department

Direct inquiries to: Putnam County Clerk of Courts Human Resources Department, Sherry Mehl, 386-326-7606

Application is open until filled

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