

**CLERK OF COURTS
Brevard County, Florida**

Accountant I

Title: Accountant I

Brevard Clerk of Court

Department: County Finance

Salary Range: \$40,000 - \$55,000 depending on qualifications

FLSA Classification: Exempt/Full Time

Full-time Clerk of Court employees are eligible for:

Health insurance

Life insurance

Florida Retirement Systems

18 sick/vacation days per year

11 paid holidays per year

SUMMARY DESCRIPTION

This is professional accounting work involving the independent application of increasingly complex accounting concepts, principles and techniques to a variety of financial accounting functions, performed with minimal supervision.

EXAMPLES OF WORK PERFORMED:

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Analyzes portions of increasingly complex financial statements and exhibits.

Maintains and reconciles complex accounts in accordance with GAAP or compliance with applicable legal requirements.

Prepares and review journal entries.

Prepares periodic reconciliations.

Performs portions of or supporting schedules for financial statements in accordance with GAAP.

Responsible for one or more major aspects of financial statements.

Analyzes accounts to ensure compliance with GAAP and compliance with applicable legal requirements.

Assists in analysis and documentation of internal accounting and administrative controls and

procedures.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

Knowledge of accounting principles and concepts.

Knowledge of accounting systems.

Knowledge of accounting practices.

Knowledge of internal control concepts.

Ability to analyze and interpret financial data.

Ability to prepare financial statement work papers and schedules.

Ability to utilize problem-solving techniques.

Ability to communicate effectively.

Ability to establish and maintain effective working relationships with others.

Ability to learn and apply different computer applications.

Ability to effectively use advanced spreadsheet skills to complete analyses.

Ability to review, analyze and evaluate financial and operational data.

Ability to research and interpret accounting literature, rules and pronouncements

Ability to plan and organize and coordinate work assignments

Understanding of relevant Florida Statutes, County Ordinances, Policies and Administrative Orders

Knowledge of the financial operations of the County as a whole.

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited college or university with a major in accounting; or a bachelor's degree from an accredited college or university with a business major and 24 semester hours of upper level accounting coursework.

APPLICATION PROCESS: Interested candidates should submit an employment application and resume via email to Human Resources at ApplicationsHR@brevardclerk.us or you may mail it to Human Resources, P. O. Box 999, Titusville, Florida, 32781-0999. Employment applications may be printed and submitted from our website at www.brevardclerk.us.

Brevard Clerk of Court is an Equal Opportunity Employer and a Drug Free Workplace.