

Brevard Clerk of Court Guardianship Auditor

Deadline for Submission of Applications is September 10, 2021

Job Title: Accountant

Brevard Clerk of Court

Titusville - Viera

Starting salary - \$ 17.00-19.00 hourly (\$35,360.00 - \$39,520.00) depending on experience

FLSA Classification- Exempt

Full-time Clerk of Court employees are eligible for:

Health insurance

Life insurance

FRS Retirement

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, and statutory requirements performed under very limited 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.

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

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.

Compliance audits per statutory guidelines.

Present fundamental requirements of annual guardianship reports at educational and professional conferences.
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.
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 research and interpret Florida statutes, probate rules, court orders
Ability to adapt to changing statutory conditions and judicial administrative orders
Ability to plan and organize work assignments

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited college or university with a major in accounting.
CPA preferred.
Auditing experience helpful.

APPLICATION PROCESS:

Applications may be printed from our website at www.brevardclerk.us. Interested candidates should submit an employment application and resume via email to Human Resources at HR@Brevardclerk.us or may mail it to Human Resources, P. O. Box 999, Titusville, Fl., 32781-0999.

Contact Lisa Ross @ 321-637-6552 for additional information about this position.

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