

Accounting Specialist-Clerk's Finance
Location: Titusville, FL
Position: Full time, hourly
Starting Salary: \$15.00 - \$19.50
Hours of Operation: Monday – Friday, 8:00 a.m. – 5:00 p.m.

SUMMARY DESCRIPTION

Our Accounting Specialist position is a clerical-accounting position. This position requires you to work closely with our cashiers and supervisors. If you are looking for a more complex work environment, enjoy working with numbers and have a great eye for detail, this is the position for you! We offer amazing benefits & career growth with professional development opportunities.

RESPONSIBILITIES & DUTIES:

- Receive, organize, compile & analyze deposit and system totals from the branch locations
- Analyze daily financial data and make recommendations
- Maintain cashier data and provide quarterly reports to supervisors regarding cashier performance
- Completes financial entries in the accounting system
- Collects financial data from the bank
- Compiles system reports
- Analyzes cashier data for compliance with policies and procedures
- Maintain NSF data
- Assist in Accounts Payable functions, including W-9 requirements
- Compiling, maintaining and reporting Unclaimed Property data
- Answer phones, email , general mail and other correspondence as required
- Follow Sunshine Law requirements
- Maintain records retention requirements for position
- Update & maintain procedures for position
- Ongoing training & development
- Maintain knowledge of office policies & procedures
- Other duties as required and/or assigned

MINIMUM QUALIFICATIONS & SKILLS:

- High School Diploma or GED and five years of bookkeeping or clerical-accounting experience
- Displays respectful, professional behavior at all times
- Must be able to manage difficult or emotional customer interactions
- Intermediate knowledge of Microsoft Office Suites
- Ability to follow written and oral procedures
- Must have good interpersonal skills
- Ability to work in a fluid & changing environment
- Positive, helpful attitude toward customers, including the ability to speak clearly and convey information accurately
- Ability to identify IRS W-9 requirements

- Knowledge of internal control concepts
- Intermediate knowledge of mathematics & cashier balancing practices
- Must practice self-awareness & personal accountability both in and outside the office

EMPLOYEE BENEFITS & PERKS:

- Health, Dental & Vision Insurance
- Retirement through FRS (*Florida Retirement System*), including employer contributions
- Income Investment Opportunities (*Deferred Comp-Empower*)
- Employer Paid Life Insurance
- Supplemental Life Insurance
- Employer Paid Short-term Disability
- Long-term Disability
- 6 Hours of PTO earned per Pay Period
- Employee Wellness Programs (*Walking Clubs, Yoga, Workout Facilities, Zumba & More*)
- EAP, Employee Assistance Program (*Resources, Webinars, Emotional Wellbeing, Personal Growth, Relationships, Financial, Legal, Addiction, Mindfulness & Health Services*)
- Training & Development Opportunities
- Flexible Schedules
- Education Reimbursements
- Paid Holidays: *New Year's Day, MLK Jr's Birthday, memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, Employee's Birthday*
- Paid Jury Duty
- Employee Recognition Awards

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 ApplicationsHR@brevardclerk.us or may mail it to Human Resources, P. O. Box 999, Titusville, FL, 32781-0999.

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