

## **JEFFREY R. SMITH, CPA, CGFO, CGMA**

Clerk of Circuit Court & Comptroller

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### **JOB VACANCY NOTICE**

**Job Title: Senior Accountant**

**Position #2021-0011-201**

**Department: Finance**

**Posting Date: 04/08/22**

**Salary: \$2022.31 - \$2883.48, biweekly  
Depending on Qualifications**

**Closing Date: When filled**

**Job Type: Full Time Exempt**

#### **MAJOR JOB DUTIES:**

Monitors and maintains the various accounting activities of the Board of County Commissioners.

#### **NECESSARY SKILLS:**

- Knowledge of generally accepted accounting principles and procedures, particularly as they relate to governmental financial administration and the ability to apply such knowledge to accounting transactions.
- Knowledge of federal and state laws and regulations concerning accounting and auditing records.
- Ability to prepare and maintain a variety of moderately complex financial records and prepare reports from such records.
- Intermediate knowledge of all Microsoft Office applications.

#### **NECESSARY EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Accounting, Finance, or a related field. Minimum of five years of accounting and/or auditing experience, with at least two years in the governmental accounting or auditing field.

#### **HOURS:**

8:00 AM – 5:00 PM

Monday – Friday

Indian River County Administration Building A

<b>SENIOR ACCOUNTANT</b>
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**DEPARTMENT:** Finance

**MAJOR PURPOSE OF JOB:**

Under routine supervision from the Finance Director and Assistant Finance Director, monitors and maintains the various accounting activities of the Board of County Commissioners.

**MAJOR JOB DUTIES:**

1. Prepares and updates various PC-based spreadsheets that are used to maintain the BOCC's accounting records. Receives invoices, lists, reports, printouts, etc. from various sources. Reviews documents for accuracy and enters data into the appropriate PC-based spreadsheet. Periodically prepares adjusting journal entries for the BCC's accounting records based upon summary data from the PC-based spreadsheets. Approves journal entries of Finance staff.
2. Maintains accounting records for the County's capital assets. Inputs capital asset additions, transfers and deletions into financial software system. Reviews general ledger for all asset transactions and updates related spreadsheets. Completes annual capital asset inventories. Maintains capital asset custodian listing.
3. Reconciles BOCC bank accounts. Completes all tasks related to completion of bank reconciliations including any adjusting entries. Tracks and records account analysis fees. Reviews monthly outstanding check lists for Accounts Payable and Payroll checks that have not cleared within specified time periods. Prepares letter with affidavit to Accounts Payable payee. Notifies the BOCC Human Resources Department regarding payroll checks that have not cleared the bank within one month. Completes annual Unclaimed Property Report to the State of Florida. Completes filings to other States per their unclaimed property rules.
4. Assists with the compilation of data required for the preparation of certain periodic reports (i.e. Qualified Public Depository, Fuel Tax Return, Local Highway, and other monthly/quarterly/annual reports as per State and Federal requirements).
5. Provides assistance to the external Auditors during the annual audit. Prepares audit confirmation letters. Completes statistical section of the Annual Comprehensive Financial Report and other notes and financial statements as assigned by Finance Director. Assists with Governmental Accounting Standards Board statement implementations.
6. Maintains all accounting records and verifications for the lease agreements handled by the BOCC and the other constitutional officers. Updates and maintains lease information within the Lease Query software and other reconciliation spreadsheets. Completes journal entries as needed for lease receipts and payments. Reconciles all lease revenues to agreements and updates software and spreadsheets for any changes to agreements.
7. Performs monthly reconciliation of landfill accounts receivable. Records all charges on accounts to general ledger based on landfill weekly reports.
8. Processes wires and ACH payments through bank website.
9. Reviews Board of County Commissioners agendas weekly for any items applicable to job duties.

- 10. Directs and/or reviews the work of Finance personnel on special assignments on an as needed basis.
- 11. Other duties as required under the supervision of the Finance Director or Assistant Finance Director.

**(These Major Job Duties are not a complete statement of all duties required of the job. Incumbent will be required to perform such other related job duties as may be assigned or required.)**

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of generally accepted accounting principles and procedures, particularly as they relate to governmental financial administration, and ability to apply such knowledge to accounting transactions.
- Knowledge of spreadsheet and financial software programs.
- Knowledge of federal and state laws and regulations concerning accounting and auditing records.
- Ability to work independent of close supervision.
- Ability to prepare and maintain a variety of moderately complex financial records and prepare reports from such records.
- Ability to communicate effectively in oral and written forms and understand and follow moderately complex oral and written instructions.
- Ability to establish and maintain effective working relationships with department employees, other Clerk's Office employees, and BOCC personnel.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Accounting, Finance, or related field. Minimum of five years of accounting and/or auditing experience, with at least two years in the governmental accounting or auditing field. Certified Public Accountant or a State of Florida Certified Government Finance Officer preferred. Strong analytic and communication skills required. Experience with Enterprise ERP (Munis) financial software, accounting for federal and state grants, or preparing an Annual Comprehensive Financial Report (ACFR) a plus.


**PERSONAL WORK RELATIONSHIPS:**

- Department employees: coordinating work and accomplishing job duties.
- Other Clerk's Office employees, BOCC personnel, external auditors: giving, receiving, and interpreting information in order to render service and accomplish job responsibilities.

**ESSENTIAL PHYSICAL SKILLS AND WORK ENVIRONMENT:**

- Works in a standard office environment, normally seated, but confined to the work area for extended periods of time.
- Required physical abilities include but are not limited to: the ability to remain alert; sitting/standing; bending/squatting; climbing/reaching; crouching/kneeling; pushing/pulling; speech and hearing as required for verbal and telephone conversation; visual acuity and clarity either assisted or non-assisted including full field of vision, color and depth perception as required for daily tasks of communication, filing, reviewing paperwork, computer operation, etc.; repetitive action and manual dexterity, fine manipulation and motor skills, lifting and carrying.

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

APPROVED:   
Clerk Of Circuit Court  
& Comptroller

4/6/2022  
Date