Position: Accountant II

Starting Salary: $45,000.00

Job Status: Regular, Full-Time, Exempt CS24

Location: Clerk’s Comptroller Offices, 221 Palafox Place, Suite 140 – Financial Disbursements

Closing Date: June 23, 2017 or until filled

General Description: The Accountant II position performs a variety of complex professional-level accounting work. A working knowledge of accounting theories and principles, prescribed procedures, systems and routines, and a considerable amount of analysis and independent judgment are required. All work will be performed under the supervision of the Accounting Supervisor, Finance Manager, or Clerk of Court.

Education and Experience: Graduation from an accredited college or university with a Bachelor of Science in Accounting, Finance, or a related field with accounting or finance concentration and at least two (2) years of experience in professional-level accounting work; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities to perform the job.

Required Knowledge, Skills, and Abilities:
Candidate must possess a working knowledge of governmental accounting theories, principles, methods, and procedures. Working knowledge of federal, state, and county laws and regulations which pertain to the maintenance of governmental financial records, and the ability to apply this knowledge using sound independent judgment is required. Candidate must have the ability to perform data entry for extended periods of time; Prepare, analyze, verify, adjust, and maintain a variety of moderately-complex financial records; Compile data and prepare reports from such records; and communicate effectively in oral and written form using appropriate grammar and punctuation. Candidate must also be proficient in the use of Microsoft Office Suite programs, computers, and other standard office equipment.

Other requirements:
The successful candidate is subject to a criminal background check.

To Apply: An original, signed application must be submitted to:

BY MAIL: Pam Childers, Clerk of the Circuit Court and Comptroller
Attention: Human Resources
P. O. Box 333
Pensacola, Florida 32591

HAND DELIVERY ONLY: Pam Childers, Clerk of the Circuit Court and Comptroller
Attention: Human Resources
190 W. Government Street
Pensacola, FL 32502

Applications are available for download at: http://www.escambiaclerk.com/clerk/coc_employment_opportunities.aspx
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