



Pam Childers

Clerk of the Circuit Court and Comptroller, Escambia County

Clerk of Courts • County Comptroller • Clerk of the Board of County Commissioners • Recorder • Auditor

Position:	Accountant I
Hourly Rate:	\$32,822 - 51,163 Dependent on qualifications
Job Status:	Regular, Full-Time, Non-Exempt
Location:	Clerk's Comptroller Offices, 221 Palafox Palace, Pensacola, FL
Closing Date:	February 20, 2019 or until filled

General Description: The Accountant I position performs a variety of moderately complex 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's degree in accounting, or a related field with an accounting concentration, and at least two (2) years prior experience performing professional-level accounting work is required.

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.

Signed applications may be submitted by US Postage or by e-mail to: HR@escambiaclerk.com

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

Applications are available for download at: http://www.escambiaclerk.com/clerk/coc_employment_opportunities.aspx
Revised 2/1/19