



# 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:** \$37,107 - \$57,200. DOQ

**Job Status:** Full-Time, Non-Exempt

**Location:** Clerk's Comptroller Offices, 221 Palafox Palace, Pensacola, FL.

**Closing Date:** **September 27, 2019 or until filled**

**General Description:** The Accountant I position performs moderately complex accounting work. A working knowledge of accounting theories and principles, ability to follow prescribed procedures and to quickly adapt to software systems for processing is expected. A considerable amount of analysis and independent judgment is 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 accounting theories, principles, methods, and procedures. Be familiar with federal and state laws that impact the maintenance and reporting of financial records. Possess the ability to apply an accounting foundation to exercise sound independent judgment. Candidate must have the ability to perform data analysis and research for extended period of time; prepare, analyze, verify, adjust, and maintain a variety of moderately-complex financial records; compile data and prepare reports; 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](mailto: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](http://www.escambiaclerk.com/clerk/coc_employment_opportunities.aspx)  
Revised 2/1/19