



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

Location: M. C. Blanchard Judicial Building, 190 W. Government Street, Pensacola, Florida

Hourly Rate: \$15.78 - \$26.04, Dependent Upon Qualifications

Job Status: Full-time, non-exempt

Closing Date: November 12, 2018, or until filled

General Description: The Accountant I performs a variety of simple to moderately complex bookkeeping and accounting tasks related to the preparation and maintenance of financial records. The work requires knowledge of governmental accounting standards, accounting principles, Microsoft Office applications, and the ability to learn accounting software. This person must perform a considerable amount of analysis, use independent judgment and possess self-motivation.

Education and Experience: Graduation from an accredited college or university with a Bachelor's degree in accounting, finance or a related field with accounting or finance concentration, and a minimum of two (2) years of experience performing professional level accounting work; or any equivalent combination of training and experience which provides the required competencies to perform the job.

Required Knowledge, Skills, and Abilities: Working knowledge of governmental accounting standards (GASB); 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; Working knowledge of Board of County Commissioner's organization, functions, operating policies and procedures; Working knowledge of Florida procurement statutes; Skills to utilize software systems to maintain spreadsheets, develop word documents, create adobe files and provide electronic file maintenance; Learn the organization, as well as, procedures and functions in assigned area; Operate in a computerized environment with proficiency; Communication and interpersonal skills to professionally convey information; Perform data entry and mathematical calculations with speed and accuracy; Establish and maintain effective working relationships with coworkers, judiciary, commissioners, county personnel, and the general public; Maintain close attention to details; Prioritize workload and complete assignments timely and with accuracy; Multi-task as departmental priorities change; Refrain from gossiping and treat customers, coworkers, and supervisors with respect and courtesy.

Physical demands: The ability to lift at least 30 pounds, sit or stand for extended periods of time, and work at a computer for extended periods of time. Reasonable accommodation will be made for otherwise qualified individual with a disability.

Other requirements: A person offered a position must pass drug testing and a background check.

To Apply, a signed application (must be submitted by one of the following methods:

BY MAIL:

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

BY EMAIL: HR@escambiaclerk.com

BY FAX: 850-595-4316

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