



# 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:** Accounting Specialist III

**Hourly Rate:** Starts at \$12.22

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

**Location:** Clerk's Comptroller Offices, 221 Palafox Place, Suite 140

**Closing Date:** June 15, 2019 or until filled

**General Description:** The Accounting Specialist III is a position that performs a variety of simple to moderately complex accounting, bookkeeping, and clerical duties. Among other duties, this person will be responsible for receiving and processing purchase requisitions and vendor invoices. Simple to moderate reconciliations of various general ledger and vendor accounts will be required. A working knowledge of basic accounting and bookkeeping methods, techniques, practices, and procedures is required.

**Education and Experience:** Graduation from an accredited high school or possession of an equivalency diploma and at least two (2) years accounting related experience; 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:**

Basic accounting and bookkeeping methods, techniques, practices, and procedures

Customer service

Use of Microsoft Office Suite

Interpretation of spreadsheets and accounting information

Perform data entry with minimal errors for an extended period of time

Communicate effectively in oral and written form using appropriate grammar and punctuation

Use standard office equipment effectively

**Other requirements:**

The successful candidate is subject to a criminal background check and drug/tobacco screening.

**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

Applications are available for download at: [http://www.escambiaclerk.com/clerk/coc\\_employment\\_opportunities.aspx](http://www.escambiaclerk.com/clerk/coc_employment_opportunities.aspx)