



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 (Treasury)

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: December 15, 2018 or until filled

General Description: The Accounting Specialist III in Treasury performs a variety of simple to moderately complex accounting, bookkeeping, and clerical duties. Among other duties, this person will be responsible for the daily collection of Tourist Development Tax deposits, monthly general ledger reconciliations, processing various correspondence related to Tourist Development Tax, and miscellaneous billing invoices. Simple to moderately complex 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 screening.

To Apply:

A complete and 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

or

BY E-MAIL:

HR@escambiaclerk.com

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