

**ERNIE LEE MAGAHA
CLERK OF THE CIRCUIT COURT & COMPTROLLER
ESCAMBIA COUNTY, FLORIDA**

Currently accepting applications for the following position:

Job Title: Accounting Specialist IV

Pay Grade: 22

Department: Finance/Treasury

Hourly Rate: \$13.37

Job Status: Regular; Full-Time; Non-Exempt

Description of Duties: This para-professional performs a variety of moderately complex accounting and clerical duties. This specialist receives monies from a variety of sources, most notably, the tourist development tax (TDT) clients. It is the responsibility of this individual to review the tax returns, calculate taxes due, and verify the client has remitted the correct amount of tax due. Additionally, the return and payment information is entered into a specialized data base. This position is responsible for various types of correspondence to TDT clients and application of various methods of compliance enforcement. Additionally, this position prepares monthly invoicing and performs any necessary collection efforts, prepares moderate-to-complex journal entries, assists with other General Ledger activities, and performs moderate-to-complex reconciliations of General Ledger and customer accounts.

Required Knowledge, Skills, and Abilities:

- Must possess excellent customer service skills, both in person and on the phone.
- Experience with office billings and collections preferred.
- Experience as an office manager preferred.
- Bookkeeping background required (thorough knowledge of debits/credits).
- Extensive knowledge of Microsoft Word and Excel.
- Must possess error-free data entry skills.
- Must know how to research State Statutes and other relevant Florida laws.
- Must be able to communicate both orally and written.
- Knowledge, skills and abilities must be documented in order to be considered.
- Ability to multi-task in a fast-paced office.

To Apply: Mail completed Clerk & Comptroller employment application to Clerk & Comptroller, Attn: HR, P O Box 333, Pensacola FL 32591-0333. The employment application can be found on the Clerk's website: www.escambiaclerk.com, on the Employment Opportunities page under Forms. Or fax completed application to 595-4192.

Application Deadline: Thursday, August 5, 2010 @ 5 PM

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