



Let's create our future together!

JOIN OUR TEAM

Levy County Clerk of Court and Comptroller

JOB TITLE: ACCOUNTANT

This is a highly responsible and technical position operating within the Finance function of the County Clerk of the Court and Comptroller's Office. Position performs duties congruent with Clerk and Comptroller's role as Accountant, Auditor, Analyst for, and Custodian of County funds. Work is directed and supervised by the Finance Officer, with an advanced-intermediate level of autonomy, professional judgment, and independent decision-making required.

PRIMARY FUNCTIONS

- Performs routine and unique accounting, auditing, and financial functions
- Provide accounting services to all county departments
- Review and properly record all revenues of the county, including taxes, grant funds, charges for services and other sources
- Assist in facilitating the annual financial audit performed by the county's independent auditors
- Respond to internal and external requests for financial information
- Provides input on technical accounting issues, financial control matters and policy compliance
- Performs bank and account reconciliations for complex accounts.
- Creates and/or completes standardized and ad-hoc reports for outside government entities
- Assist Finance and County staff on their duties with regard to proper application of procedures, rules, and regulations
- Assist in updates, development of internal accounting procedures, controls, and policies, and ensure compliance with budgetary laws & policy, generally accepted accounting principles, and applicable regulatory standards
- Assists in reporting to the Board and federal and state agencies.
- Assist in developing or updating policy and procedural manuals for various Finance operations
- Perform other duties as assigned by Finance Officer or Clerk & Comptroller.

ADDITIONAL OR OCCASIONAL FUNCTIONS

- Assist the review and disbursement of all county funds to ensure all expenditures are legal, budgeted, and in compliance with county purchasing policies and procedures.
- Assist the review, disbursement and reporting of payroll for all Board of County Commissioner's employees.
- Assists in annual budget process
- Assist in troubleshooting issues within the accounting software
- Assists in Clerk financial functions as determined necessary by Finance Officer
- Other duties required in the event of absences in key positions to meet deadlines

WORK ENVIRONMENT

Job functions are performed in an office within the Levy County Courthouse at 355 S. Court Street, Bronson, FL 32621.

TRAINING AND EXPERIENCE

- Bachelor's degree in Accounting, Finance or other technical business discipline.
- Minimum 2 years in accounting. Minimum 1 year experience in governmental accounting/auditing experience highly preferred.
- Specific experience demonstrably developing necessary job skills may be given additional or substitute weighting for specified requirements.

JOB SKILLS AND REQUIREMENTS

- Knowledge of general and governmental accounting practices and principles and GASBs
- Mathematical and problem-solving abilities
- Written and oral English communications
- Strong computer skills with an understanding of accounting software, Microsoft Word and Excel. Particular emphasis on Excel data sets manipulation via pivot tables.
- Ability to professionally communicate with diverse employees.
- Positive work attitude and work ethic
- Familiarity with FL Uniform Chart of Accounts highly preferred
- Attends work on a continual and regular basis for assigned work hours (currently 8 a.m. to 5 p.m. Monday – Friday). Occasions to work outside of this time frame, while rare, may arise

SALARY AND BENEFITS

- County subsidized individual health-insurance coverage.
- Participation in the Florida Retirement System
- Approximately 12 paid annual leave days accrued per year
- Approximately 12 paid sick leave days accrued per year
- 12 Paid Holidays, 1 Personal Holiday per Year
- County-paid life insurance policy
- Other cafeteria-plan deduction options
- Annual starting range D.O.Q.

HOW TO APPLY

Please email resume, references, and brief cover letter to Human Resource Director.

willis-brooke@levyclerk.com

*References will not be contacted prior to interviews or prior to notifying you.

*Position open until filled.

<https://www.levyclerk.com/human-resources/>

OUR MISSION

To become the best team united to protect the public trust.

CORE VALUES

Respect - Integrity - Service - Trust

www.LevyClerk.com