



CAROLYN TIMMANN
CLERK OF THE CIRCUIT COURT & COMPTROLLER
MARTIN COUNTY, FLORIDA

CONSTITUTIONAL COURTHOUSE COMPLEX
100 SE OCEAN BOULEVARD
STUART, FL 34994
MARTINCLERK.COM

Accountant

Pay Grade: B

Established Date: October 2022

SALARY RANGE

\$50,000 – \$60,000 Annually

DESCRIPTION:

MARTIN COUNTY CLERK & COMPTROLLER
CLASS DESCRIPTION

CLASSIFICATION TITLE: ACCOUNTANT

GENERAL DESCRIPTION

Under the supervision of the Director of Finance, the purpose of this position is to perform routine complex accounting work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at a professional level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the assigned department. Work includes preparation, auditing, reconciliation, recording, processing, balancing and distribution of financial and related data, e.g., payroll, general ledger accounts, billing and invoices, accounts receivable and payable, accounting records and reports. This is an exempt position under the FLSA.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs complex accounting work according to generally accepted standard accounting principles, adheres to procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Prepares, analyzes, approves (from an internal controls perspective) various accounting and banking documentation regarding funds; reconciles bank statements and analyzes discrepancies against the general ledger accounts; performs a wide variety of account management tasks, e.g., deposits, transfers, and account maintenance.
- Assists in preparation of various weekly, monthly, and annual financial reports, including budgets, federal, state, local and other reports.
- Analyzes revenues, expenditures, account balances and other financial information for individual funds.

- Maintains and updates records of all assigned funds and any other financial documents with appropriate supporting materials.
- Performs accounts disbursement processing, recording and account reconciliation tasks, e.g.: billings, vendor payment, fee collections, cash receipts, revenues, expenditures, activity costs.
- Prepares journal entries.
- Participates in the processing of various accounting activities and transactions (from an internal control perspective).
- Generates various weekly, monthly, and annual financial statements for taxes, selected funds and/or account groups of assigned department/agencies.
- Ensures maintenance of proper audit trails and verification and reconciliation actions for all accounting transactions and processed work.
- Inputs and retrieves financial/accounting data for budgetary and cost analysis purposes.
- Assists during year-end external audit process.
- Responsible for account and/or fund reconciliation.
- Provides customer service related to Finance functions.
- Must be available to work overtime if needed.
- Performs other duties as assigned/necessary which are related or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of general office practices and procedures, including business English, spelling, arithmetic, and vocabulary.
- Thorough knowledge of basic accounting and bookkeeping methods, techniques, practices, and procedures.
- Knowledge of governmental budgetary procedures, financial accounting, and fund organization.
- Ability to prepare and maintain a variety of moderately complex financial records, compile data, and prepare reports from such records.
- Skill in use of accounting and spreadsheet software utilized by the Clerk's Office.
- Must possess excellent oral and written communication, organizational, and computer skills.
- Ability to function well in a team environment and to work well under pressure with frequent interruptions.
- Ability to perform online entries at a computer terminal for long periods of time.
- Ability to work independently.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to analyze complex problems and to exercise judgment and tact in resolving such problems.
- Thorough knowledge of the Clerk's policies and procedures.
- Ability to communicate and deal effectively with the public, other county or state agencies, and employees, both in person and on the telephone.
- Must be detail-oriented, accurate, and organized.
- Ability to produce work in a professional and timely manner.
- Ability to manage mental stress as a result of work volume or time restraints.
- Ability to lift and carry heavy books or boxes.
- Ability to communicate well the information found in the office records in layman's terms without giving legal advice.
- Must be proficient in accuracy and efficient use of a calculator.

These requirements may not be all inclusive. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting, finance, or related field; two (2) years of experience in accounting and/or finance, preferably with local, state, and federal policies, procedures, and regulatory requirement applicable to the work. An equivalent combination of training, experience and/or certifications may be used to substitute education requirement.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work but which may involve some lifting carrying pushing and/or pulling of objects and materials of light weight (5-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and differentiate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

In compliance with the Americans with Disabilities Act, the Martin County Clerk & Comptroller will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Equal Employment Opportunity

The Martin County Clerk & Comptroller is an Equal Employment Opportunity employer which means we will not discriminate against any perspective or current employee based on race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status or genetic information.