

Accounting Specialist

Department: Clerk's Finance

Position: Full-time, Hourly

Location: Titusville, FL

Starting Salary: \$12.50/hr

Hours of Operation: Monday - Friday, 8:00am – 5:00pm

SUMMARY DESCRIPTION:

Our Accounting Specialist Associate is a clerical-accounting position. This position requires you to work closely with team members and co-workers, involved in the preparation, examination, and verification of accounting and financial records.

EXAMPLES OF WORK PERFORMED:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Scan, examine, verify, and index financial records into the Clerk's designated imaging system
- Maintain monthly banking CD's
- Download monthly bank files
- Ordering and maintaining office supply inventory
- Perform assigned back-up duties
- Answer phones, email, general mail, and other correspondence as required
- Follows Sunshine Law requirements
- Maintain records retention requirements for position
- Update and maintain procedures for position
- Ongoing training & development
- Maintain working knowledge of office policies and procedures
- Perform other duties as required and/or assigned

KNOWLEDGE, SKILLS AND ABILITIES:

(Notes: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

- Displays respectful, professional behavior at all times
- Basic knowledge of Microsoft Office Suites
- Positive, helpful attitude toward customers, including the ability to speak clearly and convey information accurately
- Knowledge of office procedures and practices
- Knowledge of basic filing practices
- Ability to maintain fiscal records
- Ability to post, balance and reconcile financial records
- Ability to perform basic arithmetical calculations
- Ability to organize and file materials.

- Ability to review fiscal data for accuracy and completeness
- Ability to compile fiscal data
- Ability to communicate effectively verbally and in writing
- Ability to follow written and oral procedures
- Ability to work in a fluid & changing environment
- Ability to establish and maintain effective working relationships with others
- Ability to understand and apply applicable rules, regulations, policies and procedures relating to an accounting program

MINIMUM QUALIFICATIONS:

High School Diploma or GED; Two or more years of accounts payable or clerical-accounting experience is preferred, but not required.

BENEFITS AND PERKS:

- Health, Dental & Vision Insurance
- Retirement through FRS (Florida Retirement System), including employer contributions
- Income Investment Opportunities (Deferred Comp, Nationwide, Mass Mutual)
- Employer Paid Life Insurance
- Supplemental Life Insurance
- Employer Paid Short-term Disability
- Long-term Disability
- 6 Hours of PTO earned per Pay Period
- Employee Wellness Programs (Walking Clubs, Yoga, Workout Facilities, Zumba & More)
- EAP, Employee Assistance Program (Resources, Webinars, Emotional Wellbeing, Personal Growth, Relationships, Financial, Legal, Addiction, Mindfulness & Health Services)
- Training & Development Opportunities
- Flexible Schedules
- Education Reimbursements
- Paid Holidays: New Year's Day, MLK Jr's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, Employee's Birthday
- Paid Jury Duty

APPLICATION PROCESS:

Applications may be printed from our website at www.brevardclerk.us. Interested candidates should submit an employment application and resume via email to Human Resources at ApplicationsHR@brevardclerk.us or may mail it to Human Resources, P. O. Box 999, Titusville, FL, 32781-0999.

Brevard Clerk of Court is an Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. Brevard Clerk does not discriminate in employment opportunities or practices on the basis of: race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by country, regional, or local law.