



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

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

Accounting Analyst

Pay Grade: B

Revised Date: February 2022

HIRING RANGE

\$21.15 - \$24.04 Hourly

\$44,000.00 - \$50,000.00 Annually

DESCRIPTION:

MARTIN COUNTY CLERK & COMPTROLLER
CLASS DESCRIPTION

CLASSIFICATION TITLE: ACCOUNTING ANALYST

GENERAL DESCRIPTION

Under the supervision of the Director of Finance, the purpose of this position is to input, monitor, and review the financial transactions, reports, processes and procedures of selected accounts and funds for both the Board of County Commissioners and the Clerk of the Circuit Court. This position is responsible for professional, technical, and administrative work involving banking, treasury, payroll, budget, accounting and financial reporting operations, and financial management systems (applications/programs) in support of the Board of County Commissioners and the Clerk of the Circuit Court & Comptroller. Employees in this classification are also responsible for ensuring the timely and accurate reporting of various financial activities within their own assigned functional areas for the purpose of preparing the County's Comprehensive Annual Financial Report (CAFR), as well as for various other special purpose reports. Additional duties may include documenting and developing written procedures, and assisting with report preparation and design. This is an exempt position under the FLSA.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Monitors and reviews financial transactions and activities for assigned accounts, funds, departments, and agencies. Prepares monthly and annual reconciliations and financial reports and statements for assigned areas to ensure compliance with various statutory requirements, generally accepted accounting principles, and established policies and procedures.

Reconciles the collection and distribution of the monthly Fines & Forfeitures and Filing Fees receipted in Court Operations and Official Records, including reconciliation of the court registry, tax deed sale, and mortgage foreclosure auction accounts; prepares reports for collection and disbursement of funds related to court activities, including the tracking and development of reporting of uncashed checks, bonds, and unclaimed property.

Accounting Analyst

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Prepares, posts, reviews, and approves journal vouchers, intradepartmental billings, interfund transfers, ACH, and wire transfers.

Prepares and maintains comprehensive files and documentation for assigned accounts and funds; maintains detailed records for performing funds analyses and to assist in preparation of various annual financial and special purpose reports.

Assists in the preparation of the County's Comprehensive Annual Financial Report, other standard annual reports, and various special reports as directed; works collaboratively and provides assistance to both internal and external auditors, i.e., responding to inquiries, providing relevant and requested data.

Assists with the planning, preparation, and coordination of the Clerk of the Circuit Court & Comptroller operating, capital and supplemental budgets for the Board of County Commissioners (BOCC) and for the Clerk of Court Operations Corporation (CCOC) under Article V; assists with the coordination and development of the monthly expenditure and collection (EC) reports and operating status updates, as well as with the annual Assessments and Collections Report (A&C).

Maintains current and working knowledge of a variety of computer operating systems and software programs including word processing, spreadsheet, database report writing, CAFR development software, desktop publishing, digital presentation, internet and email; maintains working knowledge of the County's financial system as well as those utilized by the Clerk as they pertain to comptroller related functions.

Comfortable with leveraging existing and new technologies to maximize the efficiency, consistency, and accuracy of departmental business process workflows and to implement business process improvement; quickly recognizes and identifies manual processes and proactively seeks alternative methods to minimize or eliminate labor intensive tasks.

Assists with project planning and implementation; monitors status of assigned areas of projects in relation to projected timetables; provides status updates to management; identifies problem trends and areas for improvement.

Provides technical accounting support to County and Clerk staff as may be required within areas of responsibility under charge.

Assists with the development, review, and updating of accounting policies, procedures, checklists, and related documentation concerning assigned functions and responsibilities.

Demonstrate critical thinking and problem solving capacity, with focus on attention to detail while maintaining established organizational and departmental standards of productivity and quality work product.

Maintain positive and professional working relationships with staff and customers of the Clerk and BOCC leadership, departments, Constitutional Officers, external auditors, and the general public.

Maintains current knowledge of public records laws under Florida Statute Chapter 119 and the Florida Government in the Sunshine Law, Florida Statute 286.

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Accounting, Finance, Business Administration, Computer Science, Business Analysis, or related field, supplemented by one (1) to three (3) years or more of recent and relevant experience. An equivalent combination of education, training, and experience will be considered. Strong written, oral, and interpersonal communication skills required. A working knowledge of the Banner Financial Management System, CaseWare annual CAFR production software, Benchmark case management software, commercial banking and treasury system platforms, and other financial accounting and reporting systems is a plus.

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 (5-10 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.