



Santa Rosa County Sheriff's Office

5755 East Milton Road
Milton, Florida 32583



Position Title:	Accountant I			Position Code:	5301
Pay Range:	19	Supervisory Position:	No	Shift Work:	No
Taxing Authority:	Santa Rosa County Board of County Commissioners				

GENERAL DESCRIPTION: Responsible accounting work in maintenance and review of fiscal records.

ESSENTIAL JOB FUNCTIONS: Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. 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, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees, such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

Maintains the accounting records according to established account classifications including cash books, general ledgers and subsidiary journals;

Posts entries to books from supporting records adjusting any entries necessary;

Prepares financial statements from accounting records;

Audits accounts, payrolls and invoices of department for mathematical correctness and legal compliance;

Examines and verifies revenues from all sources;

Reconciles book balance with bank balance and ensures proper internal control;

Prepares bank deposits and makes any transfer of monies between funds; Determines cost of operations and creates and utilizes spreadsheets with software;

Performs budget analysis work;

Audits health insurance records;

Prepares complete financial statements;

Assumes supervisory functions of the CFO in their absence;

Performs related duties as required.

ESSENTIAL PHYSICAL SKILLS: Must be able to operate a PC in maintaining data and performing accounting transactions; requires sitting for long periods.

ENVIRONMENTAL CONDITIONS: Office.

KNOWLEDGE OF: Accounting principles and procedures as they relate to public financial administration; modern machines; computer accounting software. Must have a strong computer background.

ABILITY TO: Apply knowledge to accounting transaction; prepare complete accounting reports and statements; establish and maintain accounting records; acquire knowledge of the legal administrative and procedural regulations applicable to the department of assignment; operate a PC.

SKILLS: Operation of PC, calculator and related machines.



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MINIMUM QUALIFICATIONS: Graduation from four year college or university with a degree in accounting or four year business degree including 21 semester hours of accounting courses in the upper division (junior and senior level).

LICENSE: Applicant must have a valid State of Florida Driver's License at the date of hire and maintain said license while employed in this position.

ADDITIONAL: Must submit to and pass a thorough background investigation, computer voice stress analyzer examination, and medical exam/drug screen.

amended: 06/23/14

Employee Signature & Date