



Position Title: Accountant

Department: Sarasota County Tax Collector, Finance & Accounting

Reports to: Director of Accounting

Location: Sarasota County Tax Collector's Office

FLSA Status: Non-Exempt, Subject to Overtime

Job Type: Full-time

Hourly Range: \$60,000 - \$75,000 per year

Job Description

The Sarasota County Tax Collector is seeking a detail-oriented and experienced Accountant to support the daily financial operations of the office and ensure the accuracy, integrity, and compliance of accounting records and financial reporting activities.

This position performs professional accounting work involving general ledger maintenance, reconciliations, accounts payable and receivable, banking transactions, electronic payments, revenue distribution, payroll support, and financial reporting in accordance with governmental accounting standards, Florida Statutes, and office policies and procedures.

The ideal candidate is analytical, organized, and capable of managing multiple priorities in a fast-paced environment while maintaining a high degree of accuracy and confidentiality. Strong proficiency in accounting software, Microsoft Excel, and other Microsoft Office applications is required. Governmental accounting experience is preferred.

Essential Duties and Responsibilities

The following duties are illustrative and not exhaustive:

- Maintain, reconcile, and analyze general ledger accounts to ensure accuracy and compliance with established accounting principles, governmental accounting standards, and office policies
- Prepare, review, and post journal entries and supporting documentation
- Perform bank reconciliations and resolve discrepancies promptly
- Process and reconcile accounts payable and accounts receivable transactions
- Assist with payroll processing, payroll reconciliations, and related reporting requirements
- Balance and reconcile daily revenue collections, deposits, and financial reports from multiple office locations and payment channels
- Calculate, reconcile, and distribute collected taxes and related interest to appropriate taxing authorities in accordance with Florida Statutes and established procedures

- Calculate, reconcile, and remit state-related fees collected within required deadlines to the appropriate agencies in accordance with statutory requirements
 - Prepare, reconcile, and submit sales tax filings and related payments accurately and timely
 - Monitor and manage daily e-banking activities, electronic funds transfers, wire transfers, ACH transactions, online banking systems and initiate corrective action when discrepancies are identified
 - Review, research, and resolve non-sufficient funds (NSF) transactions
 - Process, reconcile, and monitor purchasing card (PCARD) transactions and supporting documentation in compliance with internal controls and purchasing policies
 - Prepare financial reports, schedules, reconciliations, and supporting documentation for audits, budget preparation, and management review
 - Assist with month-end and year-end closing activities and related financial reporting requirements
 - Maintain accurate financial records and supporting documentation in compliance with governmental accounting standards, Florida Statutes, records retention requirements, and established internal control procedures
 - Utilize accounting, banking, and financial management software, as well as Microsoft Excel and other Microsoft Office applications, to analyze, reconcile, and report financial data
 - Communicate effectively with internal departments, financial institutions, state agencies, vendors, and taxing authorities regarding financial transactions and reconciliation matters
 - Perform other related duties as assigned in support of the Financial Management operations of the Tax Collector's Office
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Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred; equivalent combination of education and progressively responsible accounting experience may be considered in lieu of a degree
- Minimum of three (3) years of progressively responsible accounting experience required
- Governmental accounting experience preferred, particularly within a Florida Tax Collector, Clerk of Court, County, or other public-sector environment
- Strong proficiency in Microsoft Excel, including spreadsheets, formulas, reconciliations, and financial reporting functions

- Experience with accounting, financial management, and revenue processing software systems
- Knowledge of generally accepted accounting principles (GAAP) and governmental accounting practices
- Strong analytical, organizational, and problem-solving skills
- Ability to maintain confidentiality and handle sensitive financial information with discretion
- Ability to work independently and collaboratively in a team-oriented environment
- Ability to prioritize workload, meet deadlines, and manage multiple assignments simultaneously

Benefits

- Annual and sick leave
- Paid holidays
- Retirement plan options
- Insurance coverage including health, dental, and other supplemental insurance options

Working Conditions

- Work is performed in a standard office environment.
- May require sitting for extended periods and occasional lifting of materials (up to 25 lbs).
- Standard business hours, Monday through Friday
- Interaction with the public, including occasionally dealing with difficult or upset taxpayers.

How to Apply

Submit resume and cover letter to Employment@SarasotaTaxCollector.gov

Applicants will be accepted until the position has been filled, and early submission is encouraged. The successful candidate will be required to complete a background and reference screening.

Please notify our office if you need reasonable accommodation to participate in the employment process. EOE. This organization participates in E-Verify.