



Job Title: Accounting Clerk

Department: Sarasota County Tax Collector, Finance & Accounting

Location: Sarasota County, Florida

Reports To: Deputy Tax Collector – Financial Management

FLSA Status: Non-Exempt, Subject to Overtime

Job Type: Full-time

Hourly Range: \$23.50 - \$27.00

Job Description

The Sarasota County Tax Collector's Office is dedicated to providing efficient, transparent, and courteous service to our residents while upholding the highest standards of financial stewardship. Our team is committed to accuracy, integrity, and professionalism in every transaction we manage.

Our mission is Exceptional Staff, Exceptional Service and we are currently seeking a detail-oriented, proactive, and team-focused Accounting Clerk to join our Financial Management Department. The Accounting Clerk provides clerical and accounting support within the Tax Collector's Office to ensure accurate processing of financial transactions, tax payments, and revenue collections. This position is responsible for a wide variety of clerical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions; and to provide accounting clerical support to professional and management staff, while supporting the office's overall mission of efficient and transparent tax administration. This position works closely with other accounting staff and department managers to ensure financial records are maintained with precision and timeliness.

Key Responsibilities

- Perform a variety of clerical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions, including accounts payable and accounts receivable functions
- Accurately record journal entries in the accounting system.
- Assist with daily cash balancing and reconciliation.
- Review and verify financial data, reports, and receipts for accuracy.
- Verify and process financial documents including purchase orders, check requests, invoices, and other requests for disbursement
- Assist customers and vendors with inquiries regarding payments
- P-Card processing and reconciliation.
- DMV reporting.
- Process refund checks.
- Provide clerical support, including filing, scanning, and maintaining accurate financial records.

- Support audits by compiling and providing requested documentation.
 - Ensure compliance with all applicable statutes, policies, and office procedures.
 - Perform related duties as assigned.
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Technical Skills

- Knowledge of basic accounting principles and financial record-keeping.
- Proficiency in Microsoft Office (Excel, Word, Outlook) and financial/accounting software.

Competencies

- Strong attention to detail, accuracy, and organizational skills.
- Excellent communication and customer service skills.
- Ability to handle confidential information with integrity.

Qualifications

- High school diploma or equivalent required; Associate's degree in Accounting, Finance, or related field preferred.
 - Minimum of one (1) year of clerical or accounting experience, preferably in government or tax administration.
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Benefits

- Comprehensive benefits package, including health, dental, vision, and retirement plans.
- Paid vacation, sick leave, and holidays.
- Opportunities for professional development and advancement.

Working Conditions

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