

Administrative Specialist

Program/Dept.: Finance & Accounting/Administrative Services
Location: DeLand
Position #: 4131
Annual Salary: \$48,257
Deadline to Apply: 11/1/2024

Function:

This position reports to the Finance & Accounting Manager in Court Administration in DeLand. Headquarters are subject to change based on the Court's needs. Day travel to offices throughout the circuit will be required as needed. Overnight travel for training upon occasion.

- Coordinates purchasing, County budget preparation, inventory and records control.
- Studies operations to improve workflow, simplify reporting procedures or implement cost reductions.
- Coordinates the collection and preparation of operating reports, such as budget expenditures. Analyzes financial data and makes recommendations based on that analysis.
- Maintains accounting and purchasing records/ledgers as required.
- Interprets operating and purchasing policies.
- Prepares, reviews and answers correspondence regarding contracts and purchasing requests.
- Coordinates and prepares annual and operational reports.
- Initiates projects and works on a team.
- Analyzes unit operating practices such as record-keeping systems, forms control, and budgetary requirements to create new systems or revise established procedures.
- Prepares reports, including conclusions and recommendations for solutions to administrative problems.
- Performs special projects as directed and other duties as assigned

Minimum Requirements:

Any combination of education and experience totaling 6 years. The preferred candidate will have experience working in an accounting/purchasing office and 4 years of current Microsoft Office Excel experience.

This Volusia County-funded position is paid biweekly and includes the Volusia County benefits package. The successful applicant will be subject to a criminal background screening and employment eligibility verification through E-Verify. If not already a Volusia County-funded employee, the successful applicant is required to undergo a drug screening test.

How to Apply

For information on minimum requirements and instructions on how to apply, please visit www.volusia.org/personnel. Create and submit an online application specifically for this posting by the deadline. If you require an accommodation to participate in the application/interview process, please contact Israel Gonzalez at 386-626-6577 or igonzalez@circuit7.org with as much notice as possible. We will be happy to make every effort to accommodate reasonable requests.

The 7th Judicial Circuit Court is an equal opportunity and E-Verify employer.



SEVENTH
JUDICIAL CIRCUIT OF FLORIDA