

**ACCOUNTING CLERK II**  
**GLADES COUNTY**  
**CLERK OF THE CIRCUIT COURT**  
**MOORE HAVEN, FLORIDA**

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**MINIMUM QUALIFICATIONS:** Associate of Science Degree from an accredited college in Accounting and two (2) years progressively responsible experience in Accounting or Finance; or an Associate's Degree from an accredited college or university in Accounting. An equivalent combination of education, training and experience may be substituted for above qualifications.

**EXCELLENT BENEFITS:** Including Annual Leave, Sick Leave, Holidays, Education Reimbursement Program, Employee Health Care and membership with the Florida Retirement System.

**KNOWLEDGE, SKILLS AND ABILITIES:** Must be proficient in MS Office (Word and Excel); Ability to communicate both orally and in writing; Ability to sit at a desk and view a computer screen for extended periods of time; Must be able to multi task; Customer service skills are required.

**SALARY RANGE:** \$27,000.00 - \$29,000.00

**REQUIRED DOCUMENTATION:** Glades County Employment Application and copy of valid Florida Driver's License.

**CLOSING DATE :** Open until filled.

**SUBMIT RESUMÉ TO:** Glades County Clerk of Courts  
P.O. Box 10  
Moore Haven, FL 33471  
500 Avenue J Suite 102  
(863) 946-6010

Glades County is a drug-free workplace and an Equal Opportunity Employer. Veteran's Preference will be given in accordance with Florida Statutes 295.07.