



Doug Chorvat, Jr.

Clerk of Circuit Court & Comptroller - Hernando County
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

Job Number: 2022-15

Posting Date: 11/23/22

Closing Date: 12/11/22

JOB POSTING

Accounting Tech I

Financial Services Department

Salary Range: \$14.17 - \$19.81 per hour
(Starting salary depends upon qualifications)

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting About Us, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call (352) 540-6233 or email hr@hernandoclerk.org Monday – Friday, from 8:00 a.m. – 5:00 p.m.

Note: If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at no cost by going to www.typingtest.com. Please print the results and attach to your on-line application.

The Hernando County Clerk of Circuit Court is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employment preference is given to applicants who do not use a tobacco product(s)

JOB SUMMARY:

Provide support for the Clerk Accounting and Payroll Divisions of the Financial Services Department, including maintenance and auditing of Clerk financial records and Clerk accounts payable, and auditing and processing Board of County Commissioners payroll.

ESSENTIAL JOB FUNCTIONS:

1. Audit each Clerk department's daily intake transactions and accounts payable, and input data into the computer in a timely and accurate manner.
2. Assist the public, State government offices and other Clerk departments with questions concerning collections and accounts payable.
3. Prepare check requisitions and coordinate payments with the Purchasing/Property Control Clerk.
4. Balance and prepare month-end reports to be sent to each governmental office for fees processed and collected.
5. Reconcile revenue and disbursements to general ledger accounts monthly.

6. Routinely audit and process the Board of County Commissioners' payroll in coordination with the Payroll Supervisor.
7. Process payroll maintenance for employees, including documentation for new and terminating employees. Ensure compliance with all contracts, including union contracts, and policies in effect which relate to employees' pay.
8. Assist in the maintenance of the timekeeping system to ensure accuracy of payroll, making corrections as needed.
9. Create payroll-related reports as needed.
10. Assist in the response to payroll-related inquiries.
11. Assist with grant compliance as needed.
12. Maintain supporting data for compliance with Federal and State laws, established procedures, and regulations.
13. Prepare check requests and related reconciliations for some payroll liabilities including taxes and insurance.
14. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High School Diploma or equivalent.

Experience:

Minimum of two years of experience in accounting, bookkeeping, auditing, investments and banking, payroll or related financial activity position. Experience in the area of primary assignment is preferred

An equivalent combination of education, experience and training may be substituted at the Clerk's discretion.

Licenses/Certificates:

N/A

EQUIPMENT USED:

Personal computer, calculator, copier, facsimile, phone.

ESSENTIAL SKILLS AND QUALIFICATIONS:

- Ability to communicate effectively orally and in writing.
- Skill in using a calculator.
- Knowledge of general office policies and procedures.

- Ability to perform duties with minimum supervision.
- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner, both in person and on the telephone.
- Must type 35 wpm.

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer, ability to sit for long periods of time.

Frequent:

Ability to communicate orally in order to answer questions from the public, both in person and over the telephone.

WORKING CONDITIONS:

Constant:

Office environment. Work closely with others.

Frequent:

N/A

Reasonable accommodation will be made for otherwise qualified individuals with a disability.