



# Don Barbee, Jr.

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

---

**Job Number 2014-01**

**Posted: 1/14/14**

**Closes: 1/21/14**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	ACCOUNTS PAYABLE AUDITOR I	<b>PAY GRADE:</b>	120
<b>DEPARTMENT:</b>	FINANCIAL SERVICES	<b>SALARY RANGE:</b>	\$11.00 - \$15.00
<b>SUPERVISOR:</b>	ACCOUNTS PAYABLE SUPERVISOR	<b>REVISED:</b>	JANUARY 2013
		<b>NON-EXEMPT</b>	

---

### JOB SUMMARY:

This position is responsible for pre-audit and data entry of vouchers and all other aspects of accounts payable.

### ESSENTIAL JOB DUTIES:

1. Responsible for pre-audit and payment of Board of County Commissioners' accounts payable, interdepartmental transfers, and routine and systematic settlement payments with extensive data entry in a timely manner with a high degree of accuracy, and ensuring they meet legal and public purpose criteria.
2. Responsible for the audit and verification of purchasing card transactions for legal and public purpose compliance.
3. Assist the public and Board of County Commissioners' departments with questions concerning the status of payments and accounts payable policies and procedures.
4. Responsible for maintaining documents in an orderly fashion, including sufficient documentation for the release of funds, imaging and filing at the Records Storage Facility.
5. Assist supervisor with special projects, process non-routine requisitions, and process single checks when required.
6. Ensure the accuracy of vendor information, including W9 and 1099 data through the pre-audit process.
7. Compile accurate and timely statistics, reports, schedules and other data as needed for audit purposes.
8. Responsible for the completion and verification of accounts payable document imaging on a weekly basis.
9. Regular attendance and punctuality.

**OTHER JOB DUTIES:**

Perform other duties as assigned.

**JOB STANDARDS:**

**Education:**

High school diploma or equivalent.

**Experience:**

Two years' experience in bookkeeping or clerical-related duties preferred.

**Licenses/Certificates:**

NA

**EQUIPMENT USED:**

Personal computer/terminal, copier, calculator, facsimile, microfiche and typewriter.

**ESSENTIAL SKILLS & QUALIFICATIONS:**

- Skill in using a calculator.
- Must type 35 wpm.
- Ability to communicate orally and in writing.
- Skill in interacting with co-workers and intra-county office personnel in a professional manner.
- Ability to follow policies under general supervision.
- Knowledge of office practices and procedures.

**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.

**Frequent:**

Ability to access file cabinets for filing and retrieval of data. Ability to communicate orally in order to answer the telephone.

**WORKING CONDITIONS:**

**Constant:**

Office environment.

**Frequent:**

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

**The Clerk of Circuit Court is an Equal Opportunity Employer.**

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

Complete on-line application via Hernando County Clerk of Circuit Court website, [www.hernandoclerk.com](http://www.hernandoclerk.com), by selecting Administration, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call (352) 540-6208, Monday – Friday, from 8:00 a.m. – 5:00 p.m.

**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 [www.typingtest.com](http://www.typingtest.com), print the results and attach to your on-line application.**