

Job Number 2014-01 Posted: 1/14/14

Closes: 1/21/14

## JOB DESCRIPTION

JOB TITLE: ACCOUNTS PAYABLE AUDITOR I PAY GRADE: 120

**DEPARTMENT:** FINANCIAL SERVICES **SALARY RANGE:** \$11.00 - \$15.00

SUPERVISOR: ACCOUNTS PAYABLE SUPERVISOR REVISED: JANUARY 2013

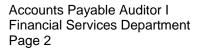
**NON-EXEMPT** 

#### 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.

Accounts Payable Auditor I
Financial Services Department
Page 3

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, <a href="https://www.hernandoclerk.com">www.hernandoclerk.com</a>, 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 <a href="www.typingtest.com">www.typingtest.com</a>, print the results and attach to your on-line application.