



Doug Chorvat, Jr.

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

Job Number: 2024-04

Posting Date: 05/24/24

Closing Date: 06/02/24

JOB POSTING

Accounts Payable Auditor I

Financial Services

Salary Range: \$18.44 - \$24.17 per hour
(Starting salary depends on 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 under the “Essential Skills and Qualifications” section, you must provide this information in order to be considered for the position. You may take a typing test at no cost by going to www.typingtest.com. Please attach the results to your on-line application.

Pursuant to Chapter 295, Florida Statutes, candidates eligible for Veterans’ Preference will receive preference in employment for vacancies and are encouraged to apply. Certain service members may be eligible to receive waivers for postsecondary educational requirements. Candidates claiming Veterans’ Preference must attach supporting documentation with each submission that includes character of service (for example, DD Form 214) along with any other documentation as required by Rule 55A-7, Florida Administrative Code.

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. Applicants wishing to request an accommodation should contact the Human Resources Department by email at hr@hernandoclerk.org or by phone at (352) 540-6233.

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

JOB SUMMARY:

Responsible for pre-audit and data entry of vouchers and all other aspects of accounts payable for the Board of County Commissioners.

ESSENTIAL JOB DUTIES:

1. Responsible for 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. Responsible for importing and processing purchasing card batches into financial software, monthly reports and managing the purchasing card module.
4. Assist the public and Board of County Commissioners' departments with questions concerning the status of payments and accounts payable policies and procedures.
5. Responsible for maintaining documents in an orderly fashion, including sufficient documentation for the release of funds, imaging and filing at the Records Storage Facility.
6. Responsible for the completion and verification of accounts payable document imaging on a weekly basis.
7. Assist supervisor with special projects, process non-routine requisitions, and process single checks when required.
8. Ensure the accuracy of vendor information, including Form W-9 and Form 1099-MISC data through the pre-audit process.
9. Compile accurate and timely statistics, reports, schedules and other data as needed for audit purposes.
10. 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, calculator, copier, scanner and facsimile.

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.