



Doug Chorvat, Jr.

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

Job Number: 2020-05

Posting Date: 7/10/20

Closing Date: 7/19/20

JOB DESCRIPTION

JOB TITLE:	ACCOUNTS PAYABLE INTAKE AUDITOR	PAY GRADE:	120
DEPARTMENT:	FINANCIAL SERVICES	SALARY RANGE:	\$10.58 – \$14.81 (typical work week is 37.5 hours)
SUPERVISOR:	FINANCIAL OPERATIONS SUPERVISOR	REVISED:	MARCH 2019
		NON-EXEMPT	

JOB SUMMARY:

Responsible for data entry and verification of all aspects of accounts payable including processes within the Clerk's imaging software.

ESSENTIAL JOB DUTIES:

1. Responsible for alphabetizing, filing, scanning, data entry and verifying any clerical work assigned to the Accounts Payable Department via paper or electronically.
2. Responsible for the audit and verification of purchasing card transactions for legal and public purpose compliance.
3. Responsible for the audit and verification of utility payments and refunds.
4. Work with the Accounts Payable Student Clerk to ensure all images are accurately scanned/filed in a legible and timely manner to allow for the Accounts Payable Auditors to have time to audit payments.
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. Assist supervisor with special projects.
7. Ensure the accuracy of vendor information, keywords, descriptions and document types to assist with the pre-audit process.
8. 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 required.

Licenses/Certificates:

N/A

EQUIPMENT USED:

Computer, calculator, copier, fax.

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:

N/A

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, by selecting Administration, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call 352-540-6208, Mon – Fri, 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, print the results and attach to your on-line application.