



Doug Chorvat, Jr.

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

Job Number: 2023-07
Posting Date: 5/19/23
Closing Date: open until filled

JOB POSTING

Accounts Receivable Auditor I

Financial Services Department

Salary Range: \$18.17 - \$23.81 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, Monday – Friday, from 8:00 a.m. – 5:00 p.m., or use the “Contact Us” function on the website to send us an email.

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:

Responsible for audit and review of all Board of County Commissioners receipts, and accounts receivable, as well as performing miscellaneous other tasks.

ESSENTIAL JOB DUTIES:

1. Audit and reconcile receipts and credits in conformity with accounting standards, policies, and best practices.
2. Enter financial transactions into the accounting system.
3. Assist with general account reconciliations and projects as necessary.
4. Responsible for audit and entering of Budget Amendments and Resolutions.
5. Assist with processing and tracking of unclaimed funds.
6. Develop and update policy and procedure manuals for areas of responsibility.

7. Professionally assist customers in-person, by phone, and email.
8. Facilitate scanning/filing and oversee records in accordance with retention requirements.
9. Serve as back-up and/or assist the Finance Clerk and other Team members.
10. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent. Two years of college coursework is preferred.

Experience:

One year experience in an accounting and/or office setting.

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

Licenses/Certificates:

N/A

EQUIPMENT USED:

General office equipment including computer, calculator, copier, scanner, and phone.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Skill in using a calculator.
- Must type 35-40 wpm.
- Must be proficient in Microsoft Office applications (Excel, Word, Outlook, etc.).
- Ability to communicate orally and in writing.
- Skill in interacting with co-workers and intra-county office personnel in a professional manner.
- Must be able to develop and maintain good working relationships with fellow employees, county departments and public contacts.
- Ability to perform duties with minimum supervision.
- Must have experience in the use of computer and general office equipment.

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 sit at a desk and view a display screen for extended periods of time, ability to communicate orally, to answer the telephone.

WORKING CONDITIONS:

Constant:

Office environment works closely with others.

Frequent:

N/A

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