



Don Barbee, Jr.

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

Job Number 2018-01

Posted: 1/30/18

Closes: 2/8/18

JOB POSTING

Accounts Receivable Clerk II
Financial Services Department
Salary DOQ

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting Administrative Services, 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.

The Clerk of Circuit Court is an Equal Opportunity Employer.

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

JOB SUMMARY:

Responsible for pre-audit and maintenance of all Board of County Commissioners cash receipts, assessments and accounts receivable, as well as performing miscellaneous other tasks.

ESSENTIAL JOB DUTIES:

1. Pre-audit and assign account numbers in conformity with the State's UCA codes for all deposited funds.
2. Reconcile daily bank deposits to cash receipts in the general ledger.
3. Responsible for daily verification of contents of safe and subsequent release of cash bags to cashiers.
4. Responsible for pre-audit of Budget Amendments and Resolutions, data entry, and maintenance of spreadsheet documenting changes to the originally-approved budget.
5. Assist Finance Clerk with non-routine cash receipts and review daily work.
6. Maintain State Housing Initiatives Partnership (SHIP) Program receivables in receivable software.
7. Financial administration for third party ambulance billing, reconciling reports on a daily basis.
8. Reconcile daily bank deposits to cash receipts in the general ledger.

9. Responsible for daily verification of contents of safe, subsequent release of cash bags to cashiers, and overall maintenance of process.
10. Reconcile sales tax payable and taxable revenue accounts and prepare sales tax coupons.
11. Administer and reconcile the unclaimed funds activity with the State.
12. Responsible for pre-audit of Budget Amendments and Resolutions, data entry, and maintenance of spreadsheet documenting changes to the originally approved budget.
13. Access bank account online daily to ensure all incoming wires are properly reconciled.
14. Work with other departments to establish proper procedures and controls for the processing of receipts.
15. Serve as back-up for the Finance Clerk position.
16. Assist in the training of Accounts Receivable Clerk I personnel, if applicable.
17. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent.

Experience:

Minimum three years' general accounting experience, or a combination of two-year degree and one year of general accounting experience.

Licenses/Certificates:

NA

EQUIPMENT USED:

Personal computer, calculator, copier, facsimile.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally and in writing
- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner
- Must type 45 wpm
- Ability to perform duties with minimum supervision
- Skill in using a calculator
- Must have experience in use of computer
- Must be proficient in spreadsheet application

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 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.