



Doug Chorvat, Jr.

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

Job Number: 2021-16
Posting Date: 10/04/21
Closing Date: open until filled

JOB POSTING

Accounts Payable Contract Compliance Auditor

Financial Services Department

Salary Range: \$17.29 - \$24.21 per hour

Starting Salary DOQ

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, Mon – Fri, 8:00 a.m. – 5:00 p.m.

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 www.typingtest.com, print the results and attach to your on-line application.

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 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 payment requests and extensive data entry in a timely manner with a high degree of accuracy and ensuring they meet legal and public purpose criteria. This may include interdepartmental transfers and routine and systematic settlement payments.
2. Responsible for the pre-audit of complex contract payments and construction related services for contract compliance, ensuring compliance with payment terms, lien releases and contract termination dates.
3. Reconciliation of retainage accounts and other related construction accounts as needed, including preparing for year end and working with external auditors.
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 of assigned vendors in an orderly fashion, including sufficient documentation for the release of funds, imaging and filing in Records Storage.
6. Assist supervisor with special projects, process non-routine requisitions, process single checks when required and assist with daily office coordination during supervisor's absence.
7. Responsible for the coordination of input and maintenance of vendor information, including W9 and 1099 data. Assist supervisor in the process and mailing of 1099 statements by mandated deadlines using current financial software.
8. Compile accurate and timely statistics, reports, schedules and other data as needed for audit purposes.
9. Assist Supervisor with the Records Management Department in the proper identification and preparation of records within the division to be microfilmed, destroyed and/or transferred to the Records Storage Facility.
10. Responsible for the completion and verification of accounts payable document imaging on a weekly basis.
11. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent.

Experience:

Five years' experience in accounts payable related duties. Minimum one year of accounts payable contract review and financial compliance monitoring preferred.

Licenses/Certificates:

NA

EQUIPMENT USED:

Personal computer/terminal, copier, calculator, facsimile, microfiche and typewriter.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Skill in using calculator.
- Must type 35 wpm.
- Ability to communicate orally and in writing.

- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner.
- Ability to perform duties with minimum supervision.
- Ability to interpret, comprehend and implement policies and procedures.
- Knowledge of general W9/1099 information preferred.

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.