



Doug Chorvat, Jr.

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

Job Number: 2022-07

Posting Date: 5/2/22

Closing Date: 5/18/22

JOB POSTING

Banking Administrator
Financial Services Department
Salary Range: \$19.97 - \$27.88 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.

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 all banking-related responsibilities, including daily cash management and initiation/coordination of financial transactions to accomplish same, reconciliation of monthly bank statements, and other banking-related operations. Work in conjunction with contracted investment manager regarding proper accounting and reporting of investment activity and manage daily and short-term investments.

ESSENTIAL JOB DUTIES:

1. Reconcile monthly bank statements and work closely with supervisor to prepare or coordinate preparation of corrections as a result of reconciling process.
2. Promote a professional relationship with the financial institution under contract for the County's banking services and coordinate all banking-related activities between the County and the bank. Audit banking fees and other items for compliance with contract. Work with management to coordinate necessary Request for Proposals (RFPs) for banking contract. Coordinate safekeeping of agreements, etc.
3. Develop and maintain a Cash Handling Policy and Procedure Manual to be utilized within the Clerk's Office. Design, coordinate and conduct cash handling training sessions for all Clerk of Circuit Court cashiers and perform periodic cash counts for internal control purposes. Provide similar policy guidance and training activities for the departments of the Board of County Commissioners that handle cash.
4. Maintain and annually review the County's investment policy, be familiar with its provisions, and work with the contracted third-party investment manager to ensure compliance with all aspects of the policy. Coordinate with investment manager all correspondence and reports for the County. Review and manage daily and short-term investments and government investment pools. Prepare monthly journal entries to record investment activity, including investment sales and purchases and related accrued interest. Prepare quarterly journal entries to record change in fair market value and its distribution.

5. Work with management to maintain complete and accurate records for all banking and investment transactions. Prepare needed journal entries, check requests and update summary schedules monthly.
6. Perform wire transfers and prepare related journal entries to record the transactions.
7. Assist with coordination draws on the County's Line of Credit and be knowledgeable of basic Line of Credit Agreement provisions.
8. Be knowledgeable of accounting practices relating to investments and assist in the preparation of investment schedules for the year-end audit. Assist the external auditors during the annual financial audit as needed.
9. Reconcile monthly bank statement for credit card transactions accepted by the Board departments as payments for services provided by the County. Perform any additional reconciliations for credit card transactions as needed to assist with the monthly Board bank reconciliation process.
10. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent is required.

Graduation from an accredited university with a two-year degree, with emphasis in Accounting, Business Management or a related field is preferred.

Experience:

Minimum of four years of experience in Accounting, Bookkeeping, Auditing, Investments and Banking, or related financial activity position.

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

Licenses/Certificates:

N/A

EQUIPMENT USED:

Personal computer, calculator, copier, scanner and facsimile.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Must have experience creating and managing Microsoft Excel worksheets.
- Must also be proficient with other applications such as Word and Outlook.
- Skill in using a calculator.
- Must type 35 wpm.

- Must be proficient in navigating the internet.
- Ability to communicate orally and in writing.
- Ability to perform duties with minimum supervision.
- Ability to interpret, comprehend, and implement policies and procedures.
- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner.

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 access electronic files and maintain them in an orderly manner. 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.