

2011-08

POSTED: 7/7/11

CLOSING DATE: 7/14/11

**HERNANDO COUNTY  
CLERK OF CIRCUIT COURT  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	BANKING AND FINANCE CLERK	<b>PAY GRADE:</b>	109
<b>DEPARTMENT:</b>	FINANCE	<b>SALARY RANGE:</b>	\$11.32 - \$17.88
<b>TITLE OF SUPERVISOR:</b>	FINANCE OFFICE MANAGER/ACCOUNTANT	<b>REVISED:</b>	JUNE 2011
		<b>NON-EXEMPT</b>	

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**JOB SUMMARY:**

Responsible for coordinating all banking-related operations, as well as performing automated banking activities. Also responsible for assisting in the reconciliation of bank statements and performing daily cash management in the absence of the Banking and Investment Administrator.

**ESSENTIAL JOB DUTIES:**

1. Perform banking-related duties, including ordering banking supplies and cash, acting as liaison with bank for problem-solving, assigning cash bags to cashiers, processing stop payment requests, processing NSF checks, acting as "bank" for clerk cashiers needing cash/coin for change drawers, etc.
2. Perform automated functions, including Positive Pay file transfers, Void check file transfers, and stop payment orders. File and electronically pay State Sales Tax and Unemployment Tax. Transfer funds for debt service payments, daily cash management, etc.
3. Reconcile and maintain reports for NSF checks, Unclaimed Funds and bank charges monthly.
4. Perform such system functions as clearing EFT and Interfund checks, voiding checks upon request of Accounts Payable. Prepare appropriate journal entries for approval as necessary.
5. Assist with reconciling sections of the monthly bank statements, assisting the Banking and Investment Administrator as needed.
6. Perform daily cash management duties, with review by Banking & Investment Administrator or supervisor. Receipt in Board of County Commissioners and Clerk funds and prepare appropriate bank deposits. Accept control of prepared bank deposits from other Clerk and Board departments and consolidate for pick-up by armored guard.
7. Prepare and post journal entries for credit card ACHs. Reconcile credit card general ledger accounts and perform research and follow-up as needed.
8. Responsible for ordering and distribution of all office supplies needed by Clerk's Office. Monitor and replenish office supplies as needed.

9. Custodian of Clerk petty cash.
10. Print all Board of County Commissioners and clerk checks, prepare for distribution and distribute.
11. Regular attendance and punctuality.

**OTHER JOB DUTIES:**

Perform other duties as assigned.

**JOB STANDARDS:**

**Education:**

High School Diploma or equivalent.

**Experience:**

Three years experience in a financially-related field, preferably in an office environment.

**Licenses/Certificates:**

NA

**EQUIPMENT USED:**

Personal computer/terminal, calculator, copier, scanner, facsimile.

**ESSENTIAL SKILLS & QUALIFICATIONS:**

- Skill in using a calculator.
- Must type 45 wpm.
- Ability to communicate orally and in writing.
- Ability to deal courteously and effectively with customers, both in person and over the telephone.
- Must possess high level of organizational skills.

**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.

**The Clerk of Circuit Court is an Equal Opportunity Employer.**

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

Note: Starting salary may be below salary range during six-month training period.

Complete on-line application via Hernando County Clerk of Circuit Court website, [www.hernandoclerk.com](http://www.hernandoclerk.com), by selecting Employment Opportunities, Job Applicant Center. If you have any questions, or require assistance, please call 352-540-6216, Mon – Fri, 8:00 am – 5:00 pm.

**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](http://www.typingtest.com), print the results and attach to your on-line application.**