



Don Barbee, Jr.

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

Job Number 2016-03

Posted: 4/18/16

Closes: 5/8/16

JOB DESCRIPTION

JOB TITLE:	CLERK ACCOUNTING SUPERVISOR	PAY GRADE:	160
DEPARTMENT:	FINANCIAL SERVICES	SALARY RANGE:	\$45,000 - \$63,000
SUPERVISOR:	DIRECTOR OF FINANCIAL SERVICES	REVISED:	APRIL 2016
		EXEMPT	

JOB SUMMARY:

Responsible for planning, directing and supervising the coordination of all Clerk accounting-related activities. Represent the Clerk's Office in a professional manner when communicating with customers, business associates, and fellow employees. Perform various accounting and auditing functions of the Financial Services Department and assist in the annual audit.

ESSENTIAL JOB DUTIES:

1. Supervise the training of personnel, authorized leave, work assignments and employment performance evaluations within the division to ensure effective productivity.
2. Recommend and implement procedures to improve the efficiency and productivity of the division.
3. Advise employees concerning work and personnel problems, with the goal of achieving the highest morale within the division.
4. Develop, implement, update and distribute policy and procedure manuals on a timely basis.
5. Handle complaints, problems or difficult situations with the public in a professional manner.
6. Coordinate procedures between outside agencies and inter-office divisions/departments. Work with other divisions of the Clerk's Office to enhance and modify procedures as they relate to the Clerk Accounting function.
7. Interpret and implement laws, rules and regulations to ensure compliance on a timely basis regarding functions of the Clerk.
8. Compile accurate and timely statistics, reports and other data as needed.
9. Compile data, prepare analyses, and work with the Clerk to complete the annual budget requests for the Clerk's Office.
10. Compile data, prepare schedules and closing entries for the annual audit, and assist the auditors as needed. Coordinate and compile data for other audits and financial reviews.

11. Perform payroll administration functions.
12. Coordinate 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.
13. Develop and maintain proficiency in the financial system for the purpose of research, analysis, and performance of system administration functions.
14. Prepare month-end reports for fees processed, perform related electronic transfer of funds, and initiate associated payment transactions in the financial system.
15. Regularly attend workshops, conferences, and meetings necessary to effectively inform/advise the Clerk regarding financial issues.
16. Professionally collaborate with the financial staff of other Clerk's offices, the Clerks of Court Operations Corporation and the Florida Court Clerks & Comptrollers to facilitate the implementation of new procedures and/or reporting requirements.
17. Interpret and implement rules and regulations related to the Clerk's court-related functions, working with the Clerk's Court Division to facilitate timely and effective compliance.
18. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

Graduation from an accredited college with a two-year degree in Accounting or related business degree.

Experience:

Five years' accounting experience, including two years' supervisory experience.

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

Licenses/Certificates:

NA

EQUIPMENT USED:

Personal computer/terminal, calculator, copier, facsimile.

ESSENTIAL SKILLS & QUALIFICATIONS:

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

- Ability to perform duties with minimum supervision.
- Ability to plan, organize and supervise the implementation of accounting systems and procedures.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Ability to make sound independent judgments.

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:

Flexible hours and travel as required.

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)****

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.