



Don Barbee, Jr.

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

Job Number 2014-02

Posted: 3/7/14

Closes: 3/17/14

JOB DESCRIPTION

JOB TITLE:	CLERK ACCOUNTING TECH I	PAY GRADE:	130
DEPARTMENT:	FINANCIAL SERVICES	SALARY RANGE:	\$13.00 – \$17.00
SUPERVISOR:	ACCOUNTING DIVISION SUPERVISOR	REVISED:	JANUARY 2013
NON-EXEMPT			

JOB SUMMARY:

This position is responsible for maintenance and auditing of Clerk records and processing accounts payable checks for the Clerk of Circuit Court.

ESSENTIAL JOB DUTIES:

1. Responsible for auditing each department's daily intake transactions, auditing accounts payable, and input on computer in a timely and accurate manner.
2. Assist the public, State Government Offices and other departments in the Clerk's office with questions concerning collections and accounts payable.
3. Prepare check requisitions and coordinate payments with the Purchasing Clerk.
4. Balance and prepare month-end reports to be sent to each Governmental Office, for fees processed and collected.
5. Reconcile revenue and disbursements to general ledger accounts monthly.
6. Assist with grant compliance as needed.
7. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent.

Experience:

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

Licenses/Certificates:

NA

EQUIPMENT USED:

Personal computer/terminal, calculator, copier, facsimile.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Skill in using a calculator.
- Must type 45 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.

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.

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 Administration, 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.

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.