



Doug Chorvat, Jr.

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

Job Number: 2021-14
Posting Date: 10/29/21
Closing Date: 11/15/21

JOB POSTING

Finance Clerk
Financial Services Department
Salary Range: \$11.53 - \$16.14 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 or email hr@hernandoclerk.org Monday – Friday, from 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 no cost by going to www.typingtest.com. Please 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:

Perform receptionist duties, provide clerical assistance to the Department of Financial Services, process cash receipts and coordinate banking transactions; print and distribute payroll and accounts payable checks. Perform "bank" services for Clerk cashiers as it pertains to the cash vault function.

ESSENTIAL JOB DUTIES:

1. Perform receptionist duties in the Department of Financial Services, including but not limited to, assisting customers who enter the office and distributing mail, answering phone calls, ordering supplies, distributing mail, and monitoring central email.
2. Print and distribute all accounts payable and payroll checks for the Board of County Commissioners, Supervisor of Elections, and Clerk of Circuit Court.
3. Accept payments for the Board of County Commissioners and Clerk. Prepare appropriate bank deposits, create journal entries and/or process corresponding receipts in financial system.
4. Accept control of prepared bank deposits from other departments, and consolidate for pickup by armored guard.

5. Perform data entry and assist with daily work for accounts receivable as needed.
6. Perform clerical duties for Director and Assistant Director of Financial Services.
7. Maintain spreadsheets, and type reports, manuals and correspondence as requested.
8. Provide change for cashiers within the Clerk's Office, and place orders for smaller bills and coin as needed.
9. Secure bid deposits presented by the County Purchasing and Contracts Department until they are released.
10. Order, maintain and distribute banking supplies upon request from Board Departments and the Clerk's Office.
11. Assist Banking Administrator with electronic file transfers, wire transfers and other duties as needed.
12. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

EDUCATION:

High school diploma or equivalent.

EXPERIENCE:

Three years' experience working with cash on a regular basis. Office experience preferred.

EQUIPMENT USED:

Personal computer, calculator, copier, scanner and facsimile.

SKILLS & QUALIFICATIONS:

- Must type 35 wpm.
- Ability to communicate orally and in writing.
- Skill in using a calculator.
- 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 communicate orally in order to answer the telephone.

WORKING CONDITIONS:

Office environment.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.