



Doug Chorvat, Jr.

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

Job Number: 2022-21

Posting Date: 11/7/22

Closing Date: Open Until Filled

JOB POSTING

Finance Clerk II

Financial Services Department

Salary Range: \$14.17 - \$19.81 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 Hernando County Clerk of Circuit Court is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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

JOB SUMMARY:

This position is responsible for performing receptionist duties, providing clerical assistance to the Department of Financial Services, processing cash receipts and coordinating banking transactions, in addition to printing, preparing, and distributing 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, answering phone calls, ordering supplies, sending/distributing mail, and monitoring department email.
2. Print and distribute all accounts payable and payroll checks for the Board of County Commissioners 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. Research credits in bank accounts and prepare the necessary entries to post these payments.

5. Accept control of prepared bank deposits from other areas and consolidate for pickup by armored guard.
6. Perform data entry, scanning of records, and assist with daily work for accounts as needed.
7. Perform administrative duties for Director of Financial Services and other department supervisors.
8. Maintain spreadsheets and department contact list, type reports, update manuals/correspondence, research official records, and assist Financial Services Department personnel as needed.
9. Provide change for cashiers within the Clerk's Office, and place orders for smaller bills and coin.
10. Order, maintain and distribute banking supplies upon request from Board Departments and the Clerk's Office.
11. Complete banking functions including but not limited to voiding checks, obtaining check or deposit images, processing deposited return items, etc.
12. Assist with records management, records requests, and coordinating retention requirements.
13. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

EDUCATION:

High school diploma or equivalent. At least one year of postsecondary education preferred.

EXPERIENCE:

Two years' experience working with finance/accounting, customer service, and/or in an office environment.

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

EQUIPMENT USED:

Personal computer, phone, calculator, copier, scanner, printer, and facsimile.

SKILLS & QUALIFICATIONS:

- Skill in using a calculator and general office applications (Word, Excel, Outlook, etc.).
- Ability to perform duties with minimum supervision.
- Skill in interacting/communicating with the public, co-workers, and intra-county personnel in a professional manner, on the phone, in person, and by email.
- Must type 35 wpm.

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.