



# Doug Chorvat, Jr.

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

---

**Job Number: 2020-10**  
**Posting Date: 12/26/20**  
**Closing Date: 1/24/21**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	GENERAL ACCOUNTANT	<b>PAY GRADE:</b>	150
<b>DEPARTMENT:</b>	FINANCIAL SERVICES	<b>PAY RANGE:</b>	\$18.27 - \$25.58 (typical work week is 37.5 hours)
<b>SUPERVISOR:</b>	FINANCIAL ACCOUNTANT	<b>REVISED:</b>	DECEMBER 2020
		<b>NON-EXEMPT</b>	

---

### JOB SUMMARY:

Responsible for performing general accounting duties among various divisions within Department of Financial Services. Routine functions include assisting with grants compliance, payroll processing and capital asset accounting.

### ESSENTIAL JOB FUNCTIONS:

1. Assist Grants Compliance Accountant with data entry, reconciliation and review of information submitted by Board departments for grant reporting, and other tasks as needed.
2. Review monthly general ledger activity for proper recording of capital assets. Prepare reclassifying entries as needed. Review and update Fixed Asset module and reconcile activity between the module and the general ledger monthly. Assign property tags to capital assets.
3. Assist Payroll Division with data entry including payroll changes.
4. Assist Clerk Accounting Division with data entry and light pre-auditing duties.
5. Assist with daily Utilities Department billing reconciliation and finalization of daily billing interface journal entry.
6. Assist all divisions with general accounting correcting and other journal entries.
7. Manage monthly training for Board of County Commissioners' staff on OnBase and FinancePlus applications for new employees and others as needed.
8. Assist with research and implementation of new technologies as needed.
9. Regular attendance and punctuality.

### OTHER JOB DUTIES:

Perform other duties as assigned.

**JOB STANDARDS:**

**Education:**

Graduation from an accredited university with a bachelor's degree in Accounting or related field.

**Experience:**

Three years of recent and relevant accounting or similar experience in the preparation of account or statement reconciliations.

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

**Licenses/Certificates:**

N/A

**EQUIPMENT USED:**

Personal computer, calculator, copier, scanner

**ESSENTIAL SKILLS & QUALIFICATIONS:**

- Skill in time management, managing varied tasks, meeting deadlines and interacting with others in a professional manner.
- Ability to prepare accurate and complete financial schedules and reports.
- Intermediate knowledge of Excel, Word, Outlook and other basic Windows applications.
- Ability to communicate orally and in writing.
- Skill in interacting with the public, co-workers, intra-county office personnel and outside professionals in a professional manner.
- Skill in using a calculator.

**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:**

N/A

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](http://www.hernandoclerk.com), by selecting About Us, 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.