



Don Barbee, Jr.

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

Job Number 2017-05

Posted: 11/18/17

Closes: 11/29/17

JOB POSTING

Accounts Payable Auditor
Financial Services Department
Salary DOQ

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.

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:

Responsible for pre-auditing and data entry of vouchers and all other aspects of accounts payable.

ESENTIAL JOB DUTIES:

1. Responsible for pre-audit and payment of Board of County Commissioners' accounts payable, including interdepartmental transfers, and routine and systematic settlement payments with extensive data entry in a timely manner with a high degree of accuracy, and ensuring they meet legal and public purpose criteria.
2. Responsible for the monthly reconciliation of Board of County Commissioners' purchasing card activity with the summary bank charge settlement statement and electronic file.
3. Responsible for the audit and verification of purchasing card transactions for legal and public purpose compliance.
4. Responsible for importing and processing purchasing card batches into financial software, monthly reports and managing the purchasing card module.
5. Responsible for maintaining documents of assigned vendors in an orderly fashion, including sufficient documentation for the release of funds, imaging and filing at the Records Storage Facility.
6. Create reports needed for BCC meetings, including check registers and purchasing policy exceptions.
7. Responsible for the completion and verification of accounts payable document imaging on a weekly basis.

8. Assist the public and Board of County Commissioners' departments with questions concerning the status of payments and accounts payable policies and procedures.
9. Responsible for the coordination of input and maintenance of vendor information, along with ensuring the accuracy through the pre-audit process, including Form W-9 and Form 1099-MISC data. Assist supervisor in the process and mailing of 1099 statements by mandated deadlines using current financial software.
10. Assist supervisor with special projects, process non-routine requisitions, process single checks when required.
11. Assist with daily office coordination during supervisor's absence.
12. Compile accurate and timely statistics, reports, schedules and other data as needed for audit purposes.
13. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent.

Experience:

Three years' experience in accounts payable related duties.

Licenses/Certificates:

NA

EQUIPMENT USED:

Personal computer/terminal, copier, calculator, facsimile, microfiche and typewriter.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Skill in using calculator.
- Must type 35 wpm.
- Ability to communicate orally and in writing.
- Skill in interacting with co-workers and intra-county office personnel in a professional manner.
- Ability to perform duties with minimum supervision.

- Ability to interpret, comprehend and implement policies and procedures.
- Knowledge of general W-9/1099 information preferred.

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.