



**Brent X. Thurmond,
Clerk of Circuit Court**

Position Description: Finance and Accounting Clerk

Department: Finance

Exempt: No

Reports to: Finance Supervisor

Effective Date: May 2018

Summary:

Staff professional responsible for a variety of accounting, auditing, financial and clerical related duties in an efficient, timely and accurate manner and within established policies and procedures. The specific duties include reconciling approximately 20 bank statements; preparing bank statement related journal entries for approval; entering and posting cash receipts for the Board of County Commissioners revenue accounts; monitoring and reconciling the accounts receivable balances for approximately 6 utility related accounts; preparation of various financial special projects or audits; and other related duties as may be assigned by management.

Duties and Responsibilities:

Bank statement reconciliation – Each month approximately 20 bank statements must be reconciled to the General Ledgers of the accounting system. These reconciliations must be done by the end of the following month in a timely, accurate and efficient manner. This clerk will work closely with other finance clerks and with County department personnel who create or generate the financial activity found on the statements.

Journal Entries – This clerk will create journal entries for entry upon approval by the Finance Supervisor to record missing financial activity, errors or corrections to the proper fund and account.

Cash Receipts – This clerk is responsible for recording in the accounting software the deposits made by County personnel in the bank. Various excel reports are updated monthly and distributed to County staff for review of monthly revenues.

Utility Accounts Receivable – The County bills for a variety of services such as emergency medical services, sewer, water, and fuel. This clerk is responsible for obtaining the billing and collection reports from various County staff or vendors and monitoring and recording the account receivable balances on a monthly basis.

Additional duties & responsibilities:

Communicate with coworkers, management, staff, the general public and others in a courteous and professional manner.

Conform with and abide by all regulations, policies, work procedures and instructions.

Respond promptly when returning telephone calls and replying to faxes, emails and US mail.

Act, dress and behave in a professional manner to reflect a positive image of the Clerk's Office.

Provide high quality customer service to all internal and external customers.

Maintain a positive work environment and attitude.

Maintain and update this job description with the assistance of HR and maintain detailed job procedures.

Knowledge, Skills and Abilities:

Thorough knowledge of basic accounting and bookkeeping methods, techniques, practices and procedures; strong knowledge of Microsoft Excel and Word; strong math, written, verbal and listening skills; capable of managing multiple projects; strong analytical and problem solving skills; ability to prepare, maintain a variety of moderately complex financial records and compile data and prepare reports; ability to work independently and in group settings; ability to interact with upper level management of Clerk's Office and the Board of County Commissioners with tact and professionalism.

Other Requirements, Skills and Abilities:

Each finance clerk will be cross-trained in another finance clerk’s duties in order to create an efficient and effective staff capable of continuing all required work of the Finance Office during the absence or vacation of another clerk.

Overtime is not generally expected in the average work week. Each clerk is expected to work overtime as planned and assigned by management in non-routine circumstances or situations.

Licensure or Certification Requirements:

Valid Florida Driver License

Accounting, Finance, Business or Public Administration degree or 5 years equivalent work experience

Supervisor’s Signature/Date: _____

Incumbent’s Signature/Date:* _____

* I have read and I understand and agree that the duties stated on this position description are being performed as described. I understand that if duties of this position change significantly, I am to notify my supervisor and advise her/him of the changes. This position’s duties must be updated at least every five (5) years; or, whenever the majority of the duties and responsibilities change significantly.

Instructions to Employee and Supervisor: The duties and responsibilities shown on this position description are illustrative in nature only and do not constitute an exact contractual or comprehensive list of all duties of this position. All areas of this position description are subject to change based on the needs and objectives of the Office of Brent X. Thurmond, Clerk of Circuit Court, Wakulla County, Florida. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skill, and abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.