

**OFFICE OF THE CLERK OF CIRCUIT COURT & COMPTROLLER
SEMINOLE COUNTY, FLORIDA
POSITION DESCRIPTION**



JOB TITLE: Accounts Payable/Finance Clerk, Comptroller's Office
POSITION NO.: E21-54
SALARY RANGE PER ANNUM: \$33,242 - \$54,863
HOURS: 8:00a.m. – 5:00p.m., Monday - Friday

JOB SUMMARY:

Under the direction of the Manager of the Comptroller's Office, the Accounts Payable/Finance Clerk is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Responsible for various accounts payable duties such as: input vendor invoices in the general ledger application and prepare for payment
- Perform day to day processing of financial transactions to the general ledger.
- Ensure financial transactions are charged to the proper departmental business units / cost centers.
- Input various accounting transactions.
- Post financial transactions.
- Perform pre-audit functions of supplier / vendor invoices; verify prices based on approved contracts.
- Review and post journal entry adjustments.
- Filing and general administrative tasks as deemed necessary.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- Required experience minimum 2 years with bookkeeping or accounting experience, including accounts payable or accounts receivable experience
- High School Diploma or High School Equivalency Certificate (G.E.D.)
- Must be able to type a minimum of 35 correct words per minute.
- One year of clerical experience.
- Valid Florida Driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to understand Florida, regulations, policies and procedures governing work unit.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to interact professionally and maintain effective working relationships with officials, fellow employees, Team Leaders, Managers, Directors, County staff and the public.
- Knowledge of Microsoft Excel and Microsoft Word.
- High level of attention to detail.
- Ability to understand and follow complex instructions.
- Ability to analyze financial data.
- Ability to multitask and meet deadlines, when necessary.

PHYSICAL ACTIVITIES:

- Manual Dexterity, Talking, Hearing, Repetitive motions.

PHYSICAL REQUIREMENTS:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves

sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

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. 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. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

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