



THE HONORABLE
GWEN MARSHALL

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

HUMAN RESOURCES DIVISION

Job Description

APPLICATION DEADLINE – Until Filled

Job Title: Financial Administrative Assistant

Division/Department: Financial Services/Finance

Position Number: 022403

Pay Grade: 41

Pay Range: \$25,000.00 - \$38,904.32 (Non-Exempt)

Working Hours: Monday - Friday, 8:00 A.M. to 5:00 P.M.

Location: Leon County Government Annex Building, 315 S. Calhoun Street, 7th Floor

DESCRIPTION:

This is an entry-level position within the Finance Department. This position receives all calls in the Finance Department, determines nature of business, and directs callers to destination. The incumbent also provides assistance to the general public who come into department for various reasons. Opens, date-stamps, and distributes all departmental mail. Receipts and deposits all cash and checks. Incumbent provides general administrative office support to all divisions within the department as well as performs other clerical duties.

RESPONSIBILITIES:

- Manage various forms of accounting data, such as that related to accounts payable and accounts receivable;
- Contribute to maintenance of accounting data and provide support as needed to accounting department;
- Answers, screen, and forward incoming phone calls;
- Greets and welcome guests as they arrive in the office;
- Directs visitors to the appropriate person and office;
- Opens, clocks, sorts, and disburses mail;
- Manages cash and check deposits for banks on an everyday basis;
- Performs data entry of cash receipts into general ledger accounting system and compares data entered with source documents to verify accuracy;
- Performs a variety of clerical duties such as filing, copying, and updating and scheduling meetings at the direction of department management.

MINIMUM QUALIFICATIONS:

- High School diploma or general education degree (GED).

If any driving responsibilities are assigned, employee is required to maintain a valid driver's license and acceptable driving history approved by Florida Department Highway Safety and Motor Vehicles.

WWW.CLERK.LEON.FL.US

PHONE: 850.606.4010 • FAX: 850.606.4173 • 301 SOUTH MONROE STREET, #100 • TALLAHASSEE, FLORIDA 32301
LOCATED IN SUITE: #780, COURTHOUSE ANNEX, 315 SOUTH CALHOUN STREET

PROFESSIONAL SKILLS/EXPERIENCE:

- Strong written and oral communication skills.
- Knowledge of traditional finance and accounting principles.
- Experience using MS Office, especially Excel.
- Strong organizational and interpersonal skills.
- Self-motivated and adaptability to learn and understand new concepts.
- Must be a team player, dedicated, able to multi-task and prioritize with minimal supervision.
- Ability to produce quality work products with attention to detail.
- This position requires a significant amount of data entry; speed and accuracy are absolutely necessary.

COMPENSATION AND BENEFITS:

This position receives base salary plus benefits for a non-exempt position. 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 and perform any other job-related instructions 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 and 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.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. All employees may be given duties not specifically listed in this document. Regular attendance is a requirement of the position.