



**LEON COUNTY CLERK OF COURTS AND COMPTROLLER'S
OFFICE**

invites applications for the position of:

**Accounting Specialist III -
Disbursements**

SALARY:	\$16.03 - \$24.04 Hourly \$33,335.20 - \$50,002.80 Annually
DIVISION:	Finance
DEPARTMENT:	Disbursements
OPENING DATE:	11/19/21
CLOSING DATE:	12/03/21 11:59 PM
DESCRIPTION:	

THE STARTING SALARY WILL NOT EXCEED THE MIDPOINT OF THE SALARY RANGE

Responsible for processing invoices, issuing payments and handling all types of financial data for entry into the accounting system.

Other related duties may be assigned by management. May perform any or all of the following duties in an accurate and timely manner as per the division's requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Enters invoices, verifies information on payment request.
- Processes checks.
- Submits files for positive pay and direct deposits.
- Process juror and witness payment reconciliation and mail out payments.
- Maintains inventory of checks.
- Assists in year-end closing.
- Researches and identify causes of errors or discrepancies.
- Review and attach proper documentation to accounts payable checks.
- Reconcile invoices and record checks for mail or pick up.

Provide backup within the department and assists Supervisor or peers as necessary.

Train new employees when necessary.

Provide customer service to include assisting County personnel and vendors and researching records in response to vendor and department requests and inquiries. Handle a variety of issues both of internal and external customers.

Function as a liaison with other departments and vendors concerning payables.

Review and approve travel expense vouchers and issue reimbursements per approved policy. Process travel vouchers for payment ensuring compliance with appropriate policies and statutes. Maintain Access database to track travel advances and subsequent reconciliations.

Assist in the preparation of Federal 1099 statements each calendar year.

MINIMUM QUALIFICATIONS:

EDUCATION and EXPERIENCE:

The completion of high school, or the equivalent, resulting in the awarding of a high school diploma or the equivalent, such as the General Education Development (GED) award, plus three years of previous related experience or any equivalent combination of education and experience.

Licensure or Certification Requirements:

None

KNOWLEDGE, SKILL, and ABILITIES:

Ability to calculate figures. Proficient data entry skills. Skill in learning software.

LANGUAGE SKILLS:

Ability to interpret a variety of instructions furnished in written oral or schedule form.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as additions subtractions, multiplications, proportions and percentages. Ability to apply concepts of basic algebra.

OTHER SKILLS and ABILITIES: General PC skills and use of software programs such as BANNER. Proficient use of the calculator, printer, copy machine and fax. Ability to work under pressure and meet deadlines.

PHYSICAL DEMANDS:

While performing the duties and tasks of this job, the employee is frequently required to sit for long periods of time. Some filing is required which would cause the employee to be able to lift up to 25 lbs. Be able to open filing cabinets and bend or stand on a step-stool/ladder as necessary. Be able to see details/objects that are less than a few feet away. Understand the speech of another person. Speak clearly so that listeners can understand. Specific vision abilities required by this job include: color vision, distance vision, peripheral vision and depth perception. Minimal safety hazards and general office working conditions.

CONDITIONS OF JOB OFFER AND EMPLOYMENT:

Possess and maintain a valid Driver's License.

Complete and pass a Background Check of the Florida Crime Information Center (FCIC)/ National Crime Information Center (NCIC).

Past Employment Verification.

Education Verification.

Pre-employment drug test at a County designated test location.

E-Verify Eligibility to Work in the United States.

90-Day Introductory Period.

ADAAA Compliance:

The Leon County Clerk of Courts is an Equal Opportunity Employer. Reasonable accommodations may be provided to qualified individuals with disabilities to enable performance of the essential mental and physical functions. Applicants and current employees may request any accommodations they may need in order to perform the essential functions of the position they hold or are seeking.

Working Conditions: Work is conducted primarily in an office environment. This position frequently requires working within strict deadlines, under stressful conditions, and with a variety of personalities.

Equal Employment Opportunity Policy:

The Leon County Clerk of the Circuit Court and Comptroller provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.leonclerk.com>

Position #022605
ACCOUNTING SPECIALIST III - DISBURSEMENTS
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