

Seminole County

Classification Description

Classification Title: Accounting Clerk

Class Code: 3008

EEO Code: F

FLSA: Non-exempt

Revision Date: August 1, 2006

General Statement of Job

Provides specialized accounting work in the processing and maintenance of accounting records and related reports. Work involves administrative support to Assistant Supervisor or other Division Supervisors/Managers as needed.

Essential Functions

Essential Functions: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

Enters data of monies received into database. Prepares rosters/deposits and balances account lines. Manages and processes the flow of money from various sources. Responds to inquiries about monies received and input. Prepares financial reports. Prepares correspondence and document files for monetary corrections, errors and overpayments of monies received. Balances daily receipt books and banks for money orders received from Support Staff at both offices.

Picks up daily incoming correspondence from Post Office; signs for any certified mail or restricted class of incoming mail. Assists in opening, reading, and analyzing incoming mail. Makes logical CAFÉ entries as to subject, content, notes or compliances attached to written monthly reports submitted. Issues official hand written receipts for all money orders received at window with supervisor. Files incoming documents to hard files maintained in office following Imaging by Principle Operator.

Picks up and dispatches direct correspondence to courts and Clerk of the Court offices. Prepares weekly cases for next week's court by preparing hard files for court; prepares both arraignment and violation dockets with case number's designated officers; assists in pulling files for court.

Trains support staff members in all aspects of duties and tasks as assigned by Assistant Supervisor. Provides back-up for Sr. Records Management duties in the event of absence or sickness. Assists supervisor in compiling, computing and maintaining departmental payroll, attendance, and other records as required. Assists supervisor in departmental budget preparation as required.



Additional Duties:

In the absence of Assistant Supervisor, may serve as a work leader for support staff.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

High School Diploma or GED required, as well as 1 to 3 years experience in accounting functions, or equivalent combination of education and experience.

Special Requirements

Competent in the use of Business English, spelling, punctuation, arithmetic, and modern office practices and procedures, including record keeping methods. Ability to organize information and reduce voluminous amounts of information into condensed, understandable and readable short phrases for electronic data entry. Ability to retrieve and process Imaged information for use by associates and other staff. Ability to deal face-to-face with the public under very stressful circumstances for prolonged periods of time while multi-tasking. Ability to handle telephone inquiries in a courteous and tactful manner. Ability to maintain effective working relationships with other county staff.

Technical Requirements

Highly skilled in Windows software applications. Accurate data entry skills.

Working Conditions

Normal office environment. Requires some walking.

