

JOB DESCRIPTION – GULF COUNTY CLERK OF COURTS

JOB TITLE: Finance Clerk

DEPARTMENT: Finance

REPORTS TO: Budget and Finance Director

Summary and Job Purpose: Performs a wide variety of clerical work relating to Accounts Payable, Accounts Receivable, Fixed Assets, and State and Federal Grants. Functions include Data entry, preparing financial based reports and reconciliations, filing, organizing, processing payroll and assist in other finance positions as needed.

Essential Functions, Duties and Responsibilities: Include, but are not limited to the following. Management may assign other related duties.

- Accounts payable and accounts receivable entries.
- Maintain fixed asset and other inventory records.
- Assistance Budget and Finance Director in monitoring and reporting on State and Federal Grants.
- Process bi-weekly payroll.
- Provide accurate and timely reports on accounting data.
- Prepare letters, vouchers, and other correspondence.
- Meet schedules and deadlines.
- Prepare monthly, quarterly and annual reports for Local and State agencies.
- Examine and research General Ledger to determine accuracy of postings. Correct errors as needed.
- Prepare schedules and documents at year-end as required for external audit.
- Respond to information requests from the Financial Director, Clerk and the public.
- Represent the Clerk's Office in a professional manner.
- Perform other duties, tasks or special projects as assigned.

QUALIFICATIONS:

SKILLS AND ABILITIES REQUIRED:

- Keyboard 35 correct words per minute.
- Skill to operate with appropriate speed and accuracy a computer, printer and standard office business machines including a telephone, keyboard, copier, calculator, fax machine, printer, and scanner.
- Ability to use Word, Excel, and email.
- Ability to develop and maintain good working relationships.
- Proficient in MS Excel and MS Word.
- Access file cabinets and records storage shelves for filing and retrieval of records.
- Knowledge of Local Government Finance, preferred.
- Payroll knowledge, preferred.

PHYSICAL DEMANDS:

- Walking, standing, or sitting for extended periods.
- Requires substantial use of computer and keyboard.
- Must be able to lift 10 pounds

EDUCATION:

- High School diploma or equivalent.

WORK CONDITIONS:

Office environment. Work in close proximity to other employees.

(These Major Job Duties are not a complete statement of all duties required of the job. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. Required to perform other related job duties as may be assigned or required.)