

JOB DESCRIPTION – GULF COUNTY CLERK OF COURTS

JOB TITLE: Finance Clerk – Entry Level

DEPARTMENT: Finance

REPORTS TO: Director of Finance and Management

Summary and Job Purpose: This is an entry level position that performs a wide variety of clerical work relating to Accounts Payable, Accounts Receivable, and Fixed Assets. Functions include data entry, filing, organizing, 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
- Accounts Receivable
- 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.
- Prepare schedules and documents at year-end as required for external audit.
- Respond to information requests from the Finance 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:

- Proficient in MS Excel and MS Word
- Basic Accounting Knowledge
- 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 email.
- Ability to develop and maintain good working relationships.
- Access file cabinets and records storage shelves for filing and retrieval of records.

SKILLS AND ABILITIES PREFERRED:

- Local Government Finance knowledge
- Federal and State Grant knowledge
- Payroll knowledge

PHYSICAL DEMANDS:

- Sitting for extended periods
- Requires substantial use of computer and keyboard
- Bending, filing, walking, standing
- 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. Other related job duties as may be assigned or required.)