

**OFFICE OF THE CLERK OF THE CIRCUIT COURT AND COMPTROLLER  
LAKE COUNTY, FLORIDA  
POSITION DESCRIPTION**

JOB TITLE: Finance Clerk (Board)

SALARY RANGE: \$22,698 - \$42,159

JOB SUMMARY:

Under the direction of a Senior Accountant-Board, is responsible for processing invoices for payment and cash receipts for the Lake County Board of County Commissioners (BCC) and other entities. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Processes invoices for payment. Reviews invoices for accuracy and proper authorizations, reconciles to purchase orders when applicable, and releases for payment. Proofs, prints and mails checks and processes electronic payments.
- Processes procurement card and other payments.
- Prepares receipts and inputs same for all cash received. Prepares daily bank deposit and reviews daily bank reports. Inputs all cash receipts written by other departments or received electronically. Generates reports of cash receipts to verify the accuracy of computer input.
- Maintains vendor and cash receipt files.
- Provides information to departments, vendors and customers regarding payables/cash receipt procedures and transactions.
- Prepares and reviews/monitors financial reports as necessary including vendor statements.
- Performs other duties within the Finance office as needed.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E.D.).
- Two years of previous accounting/bookkeeping experience.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of basic recordkeeping and bookkeeping practices and procedures.
- Basic knowledge of governmental budgeting and purchasing procedures.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to fluently read, interpret, speak, write, and understand the English Language.

- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.

#### PHYSICAL ACTIVITIES:

- Reaching, Standing, Walking, Pushing, Pulling, Lifting, Fingering, Grasping, Talking, Hearing, Carrying, Repetitive motions.

#### PHYSICAL REQUIREMENTS:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

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 any other job-related instructions and to perform any other job-related duties 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. Requirements 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. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.