Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

ACCOUNTING CLERK

Required Qualifications:

- High school diploma or equivalent
- Knowledge of office practices and procedures
- Knowledge of general bookkeeping procedures
- Ability to deal effectively with other personnel
- General computer knowledge

Performance Responsibilities:

- Process district-wide purchase orders and invoices
- Input, balance and maintain files on all accounts payable
- Operate and monitor the check signing and bursting of all accounts payable and insurance checks
- Prepare and process all manual checks for payment
- Be responsible for the daily bank deposits and preparation of cash receipts of all monies received district-wide
- Prepare, enter and post all journal entries, fund transfers and cash receipts
- Check all time sheets for assigned sites for accuracy; enter data for subs, extra duty, leave forms and calculate average salary for overtime for employees with two (2) positions; edit and balance for processing
- Process meal reimbursement requests
- Process use of vehicle reports for entry
- Verify first check calculation letters and send with checks
- Verify hourly Personnel Action Forms; check rates, position control number and deductions for FRS, FICA, FICA Alt., etc.
- Sign checks in the Technology Information Services Department; separate checks and direct deposit forms for delivery and mail
- Process, verify and update all direct deposit authorizations, credit union deductions and W4 forms as required
- Prepare report for Unemployment Compensation Claims to be paid
- Complete employment verifications and return to proper agencies
- Open and distribute mail
- Verify and complete various annual reports and enter totals in mainframe
- Operate switchboard as required
- Perform other duties as assigned by the Director of Finance and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance and/or designee

Evaluation:

Annual evaluation done by Director of Finance and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level D

Job Code:

75093

Board Approved: 08/18/98
Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 07/26/2022