



**Greg James,  
Clerk of Courts and Comptroller**

<p><b>Position Description: Accounting Clerk – Payable Review</b> <b>Department: Finance</b> <b>Reports to: Finance Director</b> <b>Effective Date: September 2024</b> <b>Exempt: No</b></p>
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**Summary:** Staff professional responsible for a variety of accounting, auditing and financial related duties including reviewing payable obligations, reporting, remittance, cash handling, preparation of financial schedules, special projects and audits, and other related duties as assigned.

**Duties and Responsibilities:** include the following. This Clerk works closely with all other Finance and County department personnel who create or generate transactions.

Review County payable obligations for accuracy, documentation and appropriateness prior to payment.

Gather and verify information of County vendors.

Prepare and disseminate monthly and quarterly County revenue reports.

Prepare and remit monthly and quarterly state sales tax and other state fees.

Manage the collection process for insufficient funds payments.

Enter new hire and existing employee change information into the accounting software.

Prepare financial information for the annual comprehensive financial report.

Reconcile financial data and complete special projects.

Update job knowledge by participating in educational opportunities.

Serve as backup for asset management and contract and grants monitoring, and periodic review of cash assigned to other departments.

Other related duties may be assigned by management. Must perform any of the above duties in an accurate, timely and responsible manner as per the requirements and abide by all internal policies and work procedures.

**Additional Duties and Responsibilities:**

Communicate with coworkers, management, staff, the public and others in a courteous and professional manner.

Respond promptly when returning telephone calls and replying to faxes, emails and US mail.

Provide high quality customer service to all internal and external customers.  
Act, dress and behave in a professional manner to reflect a positive image of the Clerk's Office.  
Maintain a positive work environment and attitude.  
Conform with and abide by all regulations, policies, work procedures and instructions.  
Maintain and update this job description and maintain detailed job procedures.

**Knowledge, Skills and Abilities:**

Thorough knowledge of basic accounting and bookkeeping methods, techniques, practices and procedures; strong knowledge of Microsoft Office products; strong math, written, verbal and listening skills; capable of managing multiple projects; strong analytical and problem solving skills; ability to prepare, maintain a variety of moderately complex financial records and compile data and prepare reports; ability to work independently and in group settings; ability to interact with upper level management of Clerk's Office and the Board of County Commissioners with tact and professionalism.

**Other Requirements:**

Each finance clerk will be cross trained in another Clerk's duties to create an efficient and effective staff capable of continuing all the required work of the Finance Office during the absence of another Clerk. Overtime is not generally expected in the average work week. Each clerk is expected to work overtime as planned and assigned by management in non-routine circumstances or situations.

**Licensure or Certification Requirements:**

Accounting, Finance, Business or Public Administration degree or 5 years equivalent work experience.  
Valid Florida Driver License.

**Physical Demands:**

- Must be able to lift 30 pounds.
- Walking, standing or sitting for an extended period may be required.

Supervisor's Signature/Date: \_\_\_\_\_

Employee's Signature/Date: \* \_\_\_\_\_

\* I have read, and I understand and agree that the duties stated in this position description are being performed as described. I understand that if the duties of this position change significantly, I am to notify my supervisor and advise her/him of the changes. This position's duties must be updated at least every five (5) years; or, whenever the duties and responsibilities change significantly.

Instructions to Employee and Supervisor: The duties and responsibilities shown in this position description are illustrative in nature only and do not constitute an exact contractual or comprehensive list of all duties of this position. All areas of this position description are subject to change based on the needs and objectives of the Office of Greg James, Clerk of the Circuit Court and Comptroller, Wakulla County, Florida. 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 and 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. The requirements listed in this document are the minimum levels of knowledge, skill, and abilities.

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