

**Board of County Commissioners
HUMAN RESOURCES DEPARTMENT
Hernando County, Florida**

HR Mission Statement

To serve as a source of information and expertise that provides quality customer service for employees and their ever-changing needs. The Human Resources Department accomplishes this by providing support, guidance, and mutual respect to all employees.

EMPLOYMENT OPPORTUNITY

Position:	Accounting Clerk II	Date Issued:	08/10/2020
Job Number:	13378	Date Closed:	08/21/2020
Department:	Utilities Finance	Salary Minimum:	\$13.43
Division:	Hernando County Utilities Dept	Salary Mid-point:	\$17.60

Description:

The Accounting Clerk II is responsible for accounts payable functions for departments under the Board of County Commissioners. The incumbent processes payments to the Clerk of Circuit Court Finance Department for vouchers and to the Purchasing Department for purchase orders and Visa charges.

Requirements:

Graduation from an accredited high school or possession of an acceptable equivalency diploma (GED). Associate degree or two (2) year degree with an emphasis in accounting, finance or math preferred. Three (3) years of experience in accounting/finance related work. Must possess or be able to obtain within six (6) months NIMS/FEMA certifications: IS-00700.a, IS-00200.a, IS-00100.a. Must possess and maintain a valid Florida driver's license with a good driving record as defined by current insurance carrier.

How to Apply:

ALL APPLICANTS MUST COMPLETE THE BOARD OF COUNTY COMMISSIONERS ON-LINE EMPLOYMENT APPLICATION LOCATED AT WWW.HERNANDOCOUNTY.US/HR.

To apply for this position, please submit a cover letter, resume, employment application, and salary requirements.