



**HERNANDO COUNTY, FLORIDA BOCC  
invites applications for the position of:**

## **Accounting Clerk III (Planning)**

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<b>SALARY:</b>	\$15.09 - \$24.45 Hourly \$31,387.20 - \$50,856.00 Annually
<b>DEPARTMENT:</b>	Planning & Zoning
<b>DIVISION:</b>	Planning
<b>OPENING DATE:</b>	09/29/21
<b>CLOSING DATE:</b>	10/15/21 11:59 PM
<b>DESCRIPTION:</b>	

This position is responsible for reviewing and/or processing payments to the Clerk of Circuit Court Financial Services Department for vouchers and to the Purchasing Department for requisitions and purchase orders accurately to comply with current policy and procedures in place as well as reviewing and/or preparing various forms and other accounting and financial records.

### **EXAMPLES OF DUTIES:**

- Prepares purchase orders, requisitions, and invoices for payment approval.
- Determines the appropriate line-item account number purchases are to be charged to.
- Maintains a systematic file system for purchase orders, invoices, accounting records, purchasing records and budgets.
- Reconciles monthly financial reports received from the Finance Department and resolves inconsistencies.
- Prepares periodic statement of funding reports for state and federal grants and matching funds.
- Reviews monthly balance of budgets by line-item accounts and initiates action to resolve problem balance.
- Estimates and tracks department revenues and expenditures.
- Verifies invoices for accuracy in regard to quantities, unit prices, extensions and total amount. Contacts vendors and county staff to resolve any discrepancies.
- Communicates and resolves with the appropriate department/division any problems relating to purchasing, accounting, financing, and budgeting.
- Regular attendance.

**TYPICAL QUALIFICATIONS:**

Education	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.
Experience	Three (3) years of experience in accounting/finance related work.
Licenses, Certifications or Registrations	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.

**SUPPLEMENTAL INFORMATION:**

Pay Grade: 210  
Bargaining Unit: Teamsters Local 79

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.hernandocounty.us/home>

Position #13668  
ACCOUNTING CLERK III (PLANNING)  
KD

15470 Flight Path Drive  
Brooksville, FL 34604  
(352) 754-4817

[kdale@co.hernando.fl.us](mailto:kdale@co.hernando.fl.us)

**Accounting Clerk III (Planning) Supplemental Questionnaire**

- \* 1. What is your highest level of education?
  - High School Diploma or GED
  - Associates
  - Bachelors Degree
  - Masters Degree
  - Doctorate
  - Technical School
- \* 2. Which of the following describes your highest level of Microsoft office (Microsoft word, Excel, Powerpoint) proficiency?
  - I do not have enough skills to meet the definition of Basic level below.
  - Basic
  - Intermediate
  - Advanced
- \* 3. Do you have a minimum of three (3) years' experience in accounting/finance related work?
  - Yes    No
- \* 4. Do you have knowledge of arithmetic, business English and spelling?
  - Yes    No

- \* 5. Do you have knowledge of accepted accounting procedures?  
 Yes    No
  
- \* 6. Do you have the ability to perform duties with minimum supervision and exercise good judgment?  
 Yes    No
  
- \* 7. Do you have the ability to interpret, comprehend and implement county ordinances, policies, procedures, and guidelines?  
 Yes    No
  
- \* 8. Do you have the ability to prepare complex budget and cost account reports?  
 Yes    No
  
- \* 9. Do you possess a FEMA ICS 100, ICS 200, ICS 700 NIMS certification? (must obtain within six (6) months of hire date)  
 Yes    No
  
- \* 10. Do you possess a valid Florida Driver's License in good standing?  
 Yes  
 No
  
- \* Required Question