

Bay County Clerk's Office

Job Description

<u>Job Title</u>	<u>Department</u>	<u>Classification</u>
Accounts Receivable / Receipting Clerk	Board Finance	Non-Exempt

Nature of Job:

Receipt currency transactions into financial software, reconciling and vouching as batches are received; using cash safe and scanning checks to make bank deposits; record and reconcile accounts receivable listings to keep financial records up to date and complete; periodically review accounts receivable ledgers to ensure timely payments are being made; perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

Essential Functions and Responsibilities:

- Reconciles processed work by verifying entries and comparing system reports to balances represented on receipting documents.
- Make bank deposits using a cash safe and check scanner.
- Records accounts receivable entries for periodic billings.
- Periodically reconciles the accounts receivable ledger to system generated reports.
- Periodically prepares an accounts receivable summary by aging category for supervisory review.
- Maintains accounting ledgers by verifying and posting account transactions.
- Periodically reconciles receivables by payer with the corresponding billing departments to ensure that all payments have been properly posted.

Minimum Qualification Requirements:

- Must be able to speak, read, write, and comprehend English language.
- Must possess and maintain a valid Florida driver license with a driving record acceptable to the Clerk's Driving Policy and insurance program.
- Graduation from an accredited college with 2 years in Accounting or Business Management.
- A comparable amount of training and/or experience may be substituted for the minimum qualifications except for the Florida Driver's License requirement.

Licenses and/or Certifications:

Must possess and maintain a valid Florida driver license with a driving record acceptable to the Clerk’s Driving Policy and insurance program.

Knowledge Skills and Abilities:

- Knowledge of Excel, MS Word, Attention to Detail, PC Proficiency, General Math Skills.
- Ability to maintain good interpersonal and communication skills to deal with public.
- Ability to establish and maintain effective working relationships with a variety of people.
- Ability to communicate effectively, both orally and in writing.

Working Conditions:

Work is primarily performed indoors but requires some exposure to environmental changes (e.g., outdoor weather and/or field conditions) or irate customers, extreme noise, odors, heights and/or dust. May be required to travel as needed to remote locations.

Risk/Safety Conditions:

See above Working Conditions

Essential Physical Activities:

Stooping, crouching, walking, pulling, lifting, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, pushing, talking, standing, climbing, finger movement, repetitive motions, depth perception. This position may require lifting up to 25 lbs.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Bay County.

(Print Name)

(Employee number)

(Signature)

(Date)

Disclaimer:

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The employer may add to or revise this job description at any time.

THE BAY COUNTY CLERK'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE.