

Internal Recruiting Announcement

Board Finance

Job Title: Accounts Receivable/Receipting Clerk

Duties include: 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.

Minimum Requirements include: 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.

Posting Dates:

January 9, 2017-until filled