



## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Accounts Receivable Clerk

Job Specifications			
<b>Classification:</b>	Non-Exempt	<b>Department:</b>	Finance
<b>Supervisor:</b>	Finance Manager	<b>Location:</b>	Crestview
<b>Salary Range:</b>	NE-2	<b>Schedule:</b>	Monday - Friday 8am - 5pm
<b>Revision Date:</b>	January 30, 2024	<b>Revised By:</b>	Olivia Tanner

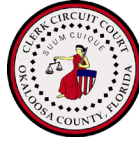
#### Job Summary:

Responsible for ensuring accurate processing of all receipt transactions for Okaloosa County Board of County Commissioners, Okaloosa County Supervisor of Elections, and Okaloosa County Clerk of Circuit Court and Comptroller.

#### Essential Job Functions:

The list of essential functions as outlined here is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such functions are a logical assignment to the position.

- Daily bank deposit of cash and checks received in the Finance office with computer input of identified monies including wires and other deposits from bank's daily cash report.
- Post daily receipt interface files from external software/location (Benchmark, Eagle, Navaline, Yardi, etc).
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Check in and keep track of deposit bags from 5 other county sites in safe for Brinks to collect daily.
- Keep up with banking supplies (deposit bags and books).
- Perform fiscal and calendar year end processes.
- Respond to all payor inquiries.
- Work with external auditors when required.
- Maintain regular communication with director/manager for any accounting discrepancies or significant issues.
- Sort and clock in daily courier and US postal mail.
- Complete special projects and all work assignments as required.
- Cross train on other areas of equal and lesser complexity and serve as backup for those functions.



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- Demonstrate considerable ability to analyze complex data, document and exercise sound judgement, and prioritization of evolving tasks.
- Attend and participate in meetings, audits, workshops, and webinars as necessary.
- Perform other job duties and special tasks as assigned.

### Minimum Required Qualifications:

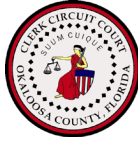
- High school diploma or equivalent required.
- Proficiency in Excel and Word.
- Knowledge of or experience in accounting software preferred.
- Good communication skills, both oral and written, to communicate effectively.
- Good interpersonal skills and the desire to work in a team environment are critical.
- Accurate keyboarding and data entry skills.
- Must be organized and detail oriented.
- Strong problem-solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timelines.
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately.

<b>Accounts Receivable Clerk II</b>	<b>Salary Range: NE-3</b>
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- Ability to perform all AR/Recepting Clerk I processes.
- Provides feedback on departmental processes, makes recommendations to improve and streamline processes.
- Ability to problem solve with minimal assistance.
- Effectively manage time and proficiently complete assigned tasks within specified deadlines.
- Relied upon when supervisor is absent.
- Support supervisor with training other employees, work-flow planning, and onboarding new hires.

### Physical Demands:

- Walking, standing, or sitting for extended periods of time at a computer terminal.
- Professional and appropriate behavior for an office environment.
- May require stooping and bending.
- Must be able to lift 15 pounds.



## **Clerk of Circuit Court & Comptroller Okaloosa County**

### **ADA Compliance:**

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **Employee Acknowledgement:**

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.