



Putnam County Clerk of Courts Vacancy Notice

Accounting Clerk II/Grants

Department – Finance

Major Purpose of Job:

Under minimal supervision from the Accounting Manager, performs a variety of accounting, computing, and clerical duties in the Clerk's Office. An Accounting Clerk performs data entry, reconciliations, and monthly reports as outlined below.

Responsibilities and Job Duties:

(These Job Duties are not a complete statement of all duties required of the job. Clerks will be required to perform such other related job duties as may be assigned or required.)

1. Purchasing/Accounts Payable/Cash Disbursements:

- Pre-audits and processes vendor invoices relating to purchases by BOCC transactions.
- Reviews vendor invoices for approval, proper account coding, compliance with purchasing policies, contract terms, and adequacy of budgeted funds and enters data into the general ledger software.
- Conducts analyses of accounts and balances in the General Ledger and Subsidiary Ledgers and prepares journal entries to correct discrepancies.
- Creates and maintains special reports and subsidiary records.
- Scans documents for file retention.
- Performs various backup procedures to other clerk functions.

2. Grants Accounting

- Financial tracking and reporting of federal and state grant programs for various county projects.
- Read and interpret grant and vendor contracts to ensure compliance.
- Maintain grant files which include grant contracts, vendor contracts, BOCC approvals, and detailed revenue and expenditure detail.
- Conducts analyses of grant accounts and balances to prepare correcting journals entries if needed.
- Liaison with BOCC project managers and granting agencies.
- Prepare quarterly grant reimbursement requests and other required reports for granting agencies, the finance department, and BOCC project managers.
- Track grant expenses by contract allocations to ensure allowable and match amounts.
- Reconcile grant expenses from general ledger detail to grant reports.
- Assist in grant audits – Federal and State Single Audit and agency audits/monitoring.

Qualifications, Knowledge, and Skills:

- Working knowledge of accounting methods, practices, and procedures. Understands the meaning of accounting terms such as debit, credit, balance sheet, and income statement.

Putnam County Clerk of Courts
Finance Department – Accounting Clerk II/Grants
Page Two

- Comfortable with independent thinking/work.
- Strong analytical, technical, interpersonal, organizational, and team skills.
- Ability to prepare and maintain a variety of moderately complex financial records and compile data and prepare reports from such records.
- Advanced knowledge of current Microsoft Office products
- Experience with enterprise accounting software, preferably H.T.E.
- Ability to follow and complete oral and written instructions with daily duties.
- Communicates effectively in oral and written form to management and other departments/agencies.
- Flexibility and commitment to meet various weekly, monthly, and quarterly deadlines. Although unusual, overtime may be required for deadlines and fiscal year-end processing.
- Assists as needed due to the impacts of a wide variety of disasters or emergency situations which may require other duties, locations, and shifts.
- Outstanding customer service, ability to establish and maintain effective working relationships with BOCC Department employees, other Clerk's Office employees; vendors, and other Public Agencies and customers.
- Strong knowledge of business English, math, spelling, grammar and punctuation.

Education and Experience:

- Graduation from an accredited high school; or, possession of an equivalency diploma.
- 2 to 5 years' relevant experience in accounting-oriented work.

Essential Physical Skills and Work Environment:

- Ability to communicate using speech, vision and hearing; operate a computer, printer, scanner, copier and other standard business machines; access file cabinets for filing and retrieval of data; work at a computer for extended periods of time entering data, running inquiries, and reports.
- Work in a standard office environment, normally seated.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Standard office hours are M - F, 8:30 to 5:00, with a one hour unpaid lunch, for a total of 37.5 hours per standard work week.

Pay dates are alternate Fridays.

NON EXEMPT

PAYGRADE: 11

PAY RANGE: \$16.00 - \$19.00/HR, DOQ

DEADLINE FOR RECEIPT OF APPLICATION: February 4, 2021 or until filled

Apply at the Tax Deed Building (HR DEPT) at 107 N 6th St in Palatka. Call 386-326-7677.

WE ARE AN EQUAL OPPORTUNITY/VETERAN'S PREFERENCE EMPLOYER AND A DRUG FREE WORKPLACE

The successful candidate must pass a medical screening, drug test and criminal background check.