

Clerk of Circuit Court & Comptroller Okaloosa County

Job Description Disbursement Clerk

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

Job Summary:

Responsible for auditing, processing, and issuing payments to Vendors providing service for Okaloosa County Board of County Commissioners, Okaloosa County Supervisor of Elections, and Okaloosa County Clerk of Circuit Court and Comptroller. Disbursement payments may include but are not limited to checks, electronic funds transfer, purchasing cards, and wires.

Essential Duties and Responsibilities:

The duties and responsibilities of this position include, but are not limited to:

- Handle vendor accounts, assuring invoices presented are accurate, include adequate documentation, and are authorized by responsible parties prior to payment.
- Monitor accuracy of invoice charges and timeliness of payments to vendors.
- Determine if payment request falls within regulations, policies, and procedures of Local, State, and Federal agencies.
- Sort, date/time stamp and distribute incoming mail.
- Prioritize invoices according to cash discount potential and payment terms
- Audit and process purchasing card statements.
- 1099 maintenance.
- Respond to all vendor inquiries.
- Reconcile vendor statements, research, and correct discrepancies.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Perform fiscal and calendar year-end processes.
- Work with external auditors when required.
- Maintain regular communication with supervisor for any accounting discrepancies or significant issues.
- Complete special projects and all work assignments as required.
- Cross-train on other areas of equal and lesser complexity and serve as a backup for those functions.



Clerk of Circuit Court & Comptroller Okaloosa County

- Demonstrate considerable ability to analyze complex data, document and exercise sound judgment, and prioritization of evolving tasks.
- Attend and participate in meetings, audits, workshops, and webinars as necessary.
- Any other duties as directed by the division manager and/or director.

Minimum Required Qualifications:

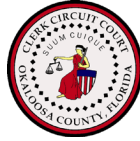
- High school diploma or equivalent required.
- Proficiency in Excel and Word.
- Knowledge of or experience in accounting software preferred.
- Good communication skills, both oral and written, to communicate effectively.
- Good interpersonal skills and the desire to work in a team environment are critical.
- 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 an emphasis on accuracy and timelines.
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately.

Disbursement Clerk II	Salary Range: NE-3
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- Ability to complete all Disbursement 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.

Essential Physical Skills and Work Environment

- 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 lbs.



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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 (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the 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 in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.