

**Brandon J. Patty**

Clerk of the Circuit Court and  
Comptroller



**Mark P. Miner**

Chief Deputy Clerk

**Clerk of the Circuit Court  
and County Comptroller  
St. Johns County, Florida**

**January 13, 2022**

**JOB OPENING**

**Accounts Payable Clerk**

**Salary Range \$15.32 – \$22.98 per hour**

**JOB SUMMARY**

This position performs technical duties in support of county accounts payable functions.

**MAJOR DUTIES**

- Processes Board of County Commissioners invoices and purchasing card transactions
- Reviews invoices for proper coding, budgetary control, and any errors or duplications
- Inputs vendor information and maintains vendor files and records
- Reviews other clerk's edit entries for accuracy and completeness
- Research and resolve issues with returned checks
- Review annual vendor transactions for Form 1099 preparation and processing
- Prepares records for storage
- Scans and records accounts payable documents
- Assists the public and other county departments with questions about payment status and accounts payable procedures
- Assists with special projects as assigned
- Completes a variety of regular and special reports
- Performs other duties as assigned including problem solving and continuous process improvement

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of accounts payable principles and practices.
- Knowledge of basic accounting principles.
- Knowledge of customer service principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise financial reports.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The supervisor assigns work in terms of general instructions. The supervisor reviews completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of related technical duties. The need for accuracy contributes to the complexity of the position.
- The purpose of this position is to provide technical support for county accounts payable processes. Success in this position contributes to the accuracy and efficiency of those processes.

## **CONTACTS**

- Contacts are typically with co-workers, other county employees, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table.
- The work is performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

## **PREFERRED QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of an associate's degree in a course of study related to the occupational field.
- Three to five years of experience in a Clerk's office environment

**APPLICATION INSTRUCTIONS:**

Original position opening is posted on stjohsclerk.com. Anyone interested in applying for this position, must complete a COC Internal Job Application (in-house applicants only) or a St. Johns County, COC Employment Application (outside applicants). Forms can also be obtained from the Human Resource's office. Drug Free Workplace and Equal Opportunity Employer.

**CLOSING DATE & TIME:**

**This position is open until filled.**

This job posting is not intended as and does not create an employment contract. The Clerk of Courts maintains its status as an "at-will" employer. Employees can be terminated with or without notice or cause at any time and for any reason not prohibited by law.