

Gulf County Clerk of the Circuit Court and Comptroller

Job Description

Job Title: Director of Finance and Management 2015-0803

Department: Finance

Reports to: Clerk of the Circuit Court and Comptroller

Summary: This is an executive management level position responsible for all the financial functions of the Clerk of Court and Board of County Commissioners. This includes, but is not limited to investment/banking management, bond financing, Federal Grants, accounts payable, account receivable, payroll, compliance with Generally Accepted Accounting Standards and State Statutes, annual audit requirements, and fixed asset management.

Job Purpose: The purpose of this position is to perform highly responsible work in the administration of the County finance and is responsible for planning, organizing, directing, and managing the Finance Department activities and personnel. Employee is responsible for ensuring and maintaining internal controls and compliance with all policies, procedures and regulatory requirements applicable to the work. Work requires the ability to make sound, independent judgments in unprecedented situations and responsibility for developing guidelines or procedures that address major problems or policies which impact areas within Gulf County.

Essential Functions, Duties and Responsibilities: include, but are not limited to the following. Other related duties may be assigned by management.

Thorough knowledge and use of the principles and practice of governmental accounting, budgeting and local government fiscal management, including methods of preparing financial reports and financial statements. Knowledge of Florida laws and regulations related to government fiscal and budgetary activities.

Review, interpret, apply, and make decisions concerning statutes, regulations, and policies and procedures.

Plan, organize, and direct the activities and operations of the Gulf County Clerk of the Circuit Court Finance Department, including administration, accounting, day-to-day activities, and record keeping of County Commission actions.

Verify and approve employee time records; track absences and manage vacation schedules to ensure proper staffing levels. Supervise the training of personnel and authorize leave.

Participate in the selection process of new hires for finance department.

Recommend, develop, and implement policy and procedure for efficient and effective operation of the Finance Department.

Coordinates with the Budget Director in preparation of the annual budget for the Board of County Commissioners. Includes the gathering of financial data, revenue estimates, determining cash estimates and certifying Truth in Millage to Department of Revenue.

Monitors approved budgets and status of Board payables.

Provide accurate and timely reports of financial data. Directs the preparation of reports and statements on the County's financial affairs.

Interpret financial data and work with the Board of County Commissioners concerning financial matters, and accounting policies.

Prepares monthly, quarterly and annual reports for Local, State and Federal agencies.

Review and approve travel expense vouchers for the Clerk's employees and, as needed, for the County Staff.

Review and approve all invoices and special project requests that are presented to the Board of County Commission for approval.

Read, copy and file Board minutes as they relate to grants, bids, bonds, and special projects.

Maintain, reconcile and monitor County Bond Issues, ensuring Reserves compliance.

Prepares, reconciles and maintains Financial Statements for the Clerk of Court and County Commission.

Performs internal audit functions as Finance Director.

Performs all functions for the month-end, and year-end closing process.

Maintains files on all grants held by Gulf County.

Maintains financial and administrative information for grants issued to counties for review by external auditors and requirements for compliance with the requirements for the Single Audit Act.

Oversees general ledger reconciliation of grant funding with the general ledger.

Prepares financial reports to State or Federal Agencies on grants.

Maintain cash control and accounting for the various choices of investment vehicles at our disposal, as well as, supervise the proper recording of transactions related to cash and investments.

Supervise the bank reconciliation process of County/Board accounts and Clerk's accounts.

Analyze bank transactions, capturing all electronic fund transfers and investment transactions and ensuring proper recording of same. Handles the movement of money via book transfers, electronic transfers, and ACH transfer.

Monitor cash balances of all County and Clerk accounts.

Examine and research General Ledger to determine accuracy of postings. Correct errors as needed.

Deal with financial institutions; including opening new accounts, closing accounts, coordinating financial data for loans awarded to those financial institutions.

Determines and manages retention requirements of financial records. Schedules transfer of financial records to storage, and disposition of financial records.

Financial matters relating to child support issues, which include cost reports for Title IV-D reimbursement, monitoring financial transactions between child support and State Disbursement Unit. Manages State and Federal Audits for Title IV-D.

Coordinates audit of financial records with external auditors.

Prepare schedules and documents at year-end as required for external audit.

Serves as back up for staff as required. Must be knowledgeable and able to perform all staffing positions in the finance department.

Maintain Trust Accounts for the Clerk insuring compliance with Florida Statutes. Prepare required Court Related Article V reports in timely manner.

Reconcile General Fixed Assets to the General Ledger.

Complete surveys as requested by private, local, state and federal entities.

Attend seminars or other required training scheduled to enhance job knowledge.

Train employees in skill, policies and procedures related to the Finance Department.

Must have general knowledge of the entire operation of the Clerk's Office as it relates to the financial matters.

Attend all County Commission meetings.

Resolve problems and answer questions that employees are unable to solve.

Work to resolve sensitive financial issues on matters affecting the County.

Coordinate activities and information sharing within the department. Respond to complaints, difficult situations and non-routine inquiries from the public in a courteous and professional manner.

Responds to information requests from management and the public.

Performs special projects as assigned by management.

Represent the Clerk's Office in a professional manner.

Knowledge, Skills, and Abilities:

- Thorough knowledge of budgeting, accounting and fiscal affairs
- Thorough knowledge of state and federal laws and regulations pertaining to local government.
- Interpret and apply applicable laws, regulations and policies.
- Proficient in the use of computer equipment and software such as word processing, spreadsheets, E-mail, internet, and integrated accounting systems.
- Ability to see beyond today's needs (vision).
- Ability to solve complex problems, especially, when no apparent solution is evident.
- Ability to make sound independent judgments.
- Ability to focus resources (both human and financial) towards achievement of identified goals.
- Ability to research information and analyze data to arrive at valid conclusions, recommendations, and plans of action related to financial, investment, and budget services.
- Ability to establish, maintain, and prepare complex records and reports in a timely manner.

Qualification Requirements: Thorough knowledge of the principles and practice of governmental accounting, budgeting, and local government fiscal management, including

knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) statements.

Thorough knowledge of administrative management and internal control techniques so that accounting and control can be utilized in a manner to meet internal and external reporting requirements.

Ability to make sound independent judgments in unprecedented situations.

Ability to plan, organize, and supervise the work of others.

Education and Experience Preferred: Certified Public Accountant (CPA) with experience in local government finance and employee supervision; or Certified Government Finance Officer (CGFO).

Minimum Education and Experience Required: Bachelor's degree (BA) in Financial Management or Accounting and 4 years of experience. Position requires proficiency in Excel and Word.

Physical Demands:

Walking, standing, or sitting for extended periods.
Requires substantial use of computer and keyboard.
Must be able to lift 10 pounds.

Work Conditions:

Office environment. Work in close proximity to other employees.

(These Major Job Duties are not a complete statement of all duties required of the job. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. Required to perform other related job duties as may be assigned or required.)