



Martin County Clerk & Comptroller Job Posting

Position Title: Manager – Accounting & Financial Reporting

Date Posted: April 10, 2017

Closing Date: Until Filled

Department: Financial Services

Salary Range: \$65,000 – \$80,000

Work Schedule: 40 hours/8:00-5:00 (1 hour for lunch)

FLSA Class: Professional Exempt

Additional Comments: Applications can be found at www.martinclerk.com under the link for Careers / Career Opportunities. Please submit your completed application and resume to Human Resources at careers@martinclerk.com. We are a **DRUG FREE WORK PLACE**.

GENERAL DESCRIPTION OF DUTIES

The purpose of the position is to work under the general direction of the Director of Financial Services in the management of the department's accounting, financial reporting, treasury, and budget functions for the Clerk of the Circuit Court & Comptroller and the Board of County Commissioners (BOCC). Employees in this classification are responsible for ensuring the timely and accurate recording of all financial transactions of the Clerk and BOCC. The incumbent in this position prepares financial statements and special purpose reports, as well as provides technical accounting support to the Clerk and BOCC departments. The position oversees the activities of staff under charge, and is responsible for establishing and maintaining leadership, training and support for all Department of Financial Services staff and related activities. This is an exempt position under the FLSA.

SPECIFIC DUTIES AND RESPONSIBILITIES

Develops, reviews, recommends, and implements accounting policies and procedures for the Clerk of the Circuit Court and Board of County Commissioners in accordance with Generally Accepted Accounting Principles (GAAP), Generally Accepted Governmental Auditing Standards (GAGAS), and other related State and Federal regulatory requirements; plans, coordinates, and implements the annual closing of the accounting records for the Clerk and Board related to the annual county wide audit.

Supervises and coordinates Financial Services Department staff in the preparation, review, and distribution of the Comprehensive Annual Financial Report (CAFR), the Auditor General Annual Financial Audit Report (AFAR), and the Department of Financial Services Annual Financial Report (AFR); develops other various special reports as requested or required, including the annual audited County Funded Court Related Function Report.

Assists with the establishment of department goals and objectives; monitors staffing levels and organizational structure for effective work performance and efficient resource allocation; plans, prioritizes, assigns and supervises daily operations and work flow of staff and monitors performance for adherence to established department goals and objectives, industry standards, and best practices.

Monitors and ensures compliance with approved policies and procedures for the Clerk and BOCC; periodically reviews policies and procedures for sufficiency; provides recommendations for changes as required and implements approved changes.

Works closely with the Director of Financial Services in the planning, coordinating, and supervision of all accounting and financial reporting operations. Monitors staff training and continuing professional education and development to ensure the knowledge base of staff remains current with industry, regulatory, and legislative changes and developments.

Monitors the County's financial system to ensure the accuracy and integrity of the financial accounting data for the Clerk and BOCC related transactions; maintains oversight of the department's internal control environment and segregation of duties between members of staff; makes recommendations for modifications and improvements in controls and implements approved changes.

Reviews and approves in substance all outgoing wire and ACH transfers as an internal control procedure over the electronic movement of cash for safeguarding purposes; obtains authorization for release of funds from the Clerk.

Provides technical accounting support to staff within the Department of Financial Services, the BOCC and related departments, including the County's Constitutional Officers.

Leverages technology to maximize the efficiency, consistency, and accuracy of departmental business process workflows and to implement business process improvement; quickly recognizes and identifies manual multi-step processes and proactively seeks alternative methods to minimize or eliminate labor intensive tasks.

Maintains current and working knowledge of a variety of computer operating systems and software programs including word processing, spreadsheet, database report writing, CAFR development software, desktop publishing, digital presentation, internet and email; maintains working knowledge of the County's financial system as well as those utilized by the Clerk as they pertain to comptroller related functions.

Develops comprehensive dashboards for detailed financial analysis and management reporting purposes.

Monitors and coordinates the accounting and movement of funds for the Clerk and BOCC to timely and accurately meet operating cash flow requirements; coordinates the accounting and movement of funds for the payment of debt service related to all BOCC bonds, notes, and loans in accordance with bond indenture resolutions and Treasury regulations (arbitrage).

Works with the Director of Financial Services and Financial Advisor in administering the County's investment program through strategic planning, cash flow forecasting, economic and interest rate monitoring, portfolio and security analysis, and other related factors within established parameters as set by Florida Statutes, local ordinances, bond covenants, and investment policies. Coordinates and monitors safekeeping and collateral requirements related to all investments.

Reviews Board of County Commissioners' meeting agendas to identify items of pertinence affecting the County's accounting and financial reporting, as well as to identify items of relevance and interest to the Clerk of the Circuit Court & Comptroller.

Prepares annual Clerk of the Circuit Court & Comptroller operating, capital and supplemental budgets for the BOCC funded operations and for the Clerk of Court Operations Corporation (CCOC) funded under Article V; monitors departmental budget activity to ensure proper use and allocation of funds in accordance with standard measurements and variances as well as other CCOC prescribed metrics; Coordinate with staff the development of monthly expenditure and collection (EC) reports and operating status updates; coordinates and develops the annual Assessments and Collections Report (A&C); processes and approves budget transfers to cover shortages in budget line items; ensures proper use and custody of Clerk & Comptroller assets.

Manage administrative duties as necessary, including but not limited to, audit services, banking services, financial advisor, and arbitrage consulting contracts, as well as maintain oversight and approval of employee time keeping and the development of performance evaluations.

Maintain positive and professional working relationships with staff and customers of the Clerk and BOCC leadership, departments, Constitutional Officers, external auditors, and the general public.

Maintains current knowledge of public records laws under Florida Statute Chapter 119 and the Florida Government in the Sunshine Law, Florida Statute 286.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Accounting, Finance, Computer Science, Business Administration or related field, supplemented by eight (8) years of recent and relevant experience with progressively responsible financial reporting, governmental accounting, and supervisory responsibilities; possess broad knowledge of public finance administration, automated financial systems, and regulatory standards regarding administration of public funds; extensive experience with automated financial systems and coordinating policy and procedure improvements through analysis and interpretation of financial and other data; able to apply accounting principles and practices through the development and preparation of various management reports and financial statements; possess the initiative in identifying, documenting, researching and resolving accounting and systems discrepancies with minimal supervision. Strong written, oral, and interpersonal communication skills required. Working knowledge of Banner Financials and Clericus Case Management System desired. Requires certification as a Deputy Clerk. Certified Public Accountant (CPA) and/or Certified Government Finance Officer (CGFO) required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require depth perception and color discrimination and differentiation. Task requires oral communications ability.

Environmental Requirement:

Work performed in an office environment. Office equipment used includes PC, calculator, copier, scanner, phones. This position may require use of personal or county vehicles on county business. A valid Florida Drivers License is required.

The Martin County Clerk of the Circuit Court & Comptroller is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Martin County Clerk & Comptroller will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Employment is considered conditional until drug screening and background checks are completed. We are an Equal Opportunity Employer.