



## Martin County Clerk & Comptroller Job Posting

**Position Title:** Financial Services Project Coordinator

**Date Posted:** April 10, 2017

**Closing Date:** Until Filled

**Department:** Financial Services

**Salary Range:** \$42,000 – \$55,000

**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](http://www.martinclerk.com) under the link for Careers / Career Opportunities. Please submit your completed application and resume to Human Resources at [careers@martinclerk.com](mailto:careers@martinclerk.com). We are a **DRUG FREE WORK PLACE**.

### **GENERAL DESCRIPTION OF DUTIES**

Under the supervision of the Director of Financial Services, the purpose of this position is to function as the lead coordinator and technical liaison for staff within the Department of Financial Services. This position is responsible for professional, technical, and administrative work involving banking, treasury, payroll, budget, accounting and financial reporting operations and financial management systems (applications/programs) in support of the Board of County Commissioners and the Clerk of the Circuit Court & Comptroller. The purpose of this position is to ensure the efficiency and accuracy of business practices and workflow designs, and to modify and redesign those as may be necessary. Employees in this classification are also responsible for ensuring the timely and accurate reporting of various financial activities within their own assigned functional areas for the purpose of preparing the County's Comprehensive Annual Financial Report (CAFR), as well as for various other special purpose reports. Additional duties may include documenting and developing written procedures, system report design and preparation, and coordinating staff training. This position is also responsible for creating, planning, and ensuring timely completion of projects, interacting with users and vendors, and troubleshooting problems. This is an exempt position under the FLSA.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

Defines, analyzes and documents workflows; confers with management to outline the work plan, to facilitate and recommend the assignment of duties and responsibilities, and to ensure that business requirements will be met.

Evaluates new technologies and methods in relation to existing processes and systems; develops recommendations based on best business practices that provide improved alternatives; makes recommendations for modifications and improvements in controls, presents findings and recommendations to management, and implements approved changes.

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.

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 processes and proactively seeks alternative methods to minimize or eliminate labor intensive tasks.

Performs various accounting, budgeting, and financial reporting functions and duties; prepares funds analyses and related documentation to assist in preparation of various annual financial and special purpose reports.

Prepares and maintains comprehensive files and documentation on assigned funds, statements, and prepares financial reports for operational requirements as well as for the development of the CAFR.

Assists with the planning, preparation, and coordination of the Clerk of the Circuit Court & Comptroller operating, capital and supplemental budgets for the Board of County Commissioners (BOCC) and for the Clerk of Court Operations Corporation (CCOC) under Article V; assists with the coordination and development of the monthly expenditure and collection (EC) reports and operating status updates, as well as with the annual Assessments and Collections Report (A&C).

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

Provides training, assistance and guidance to other Financial Services Department employees in accounting processes and procedures; coordinates testing for financial system enhancements, upgrades, and new applications.

Conducts project planning and implementation; monitors status of projects in relation to projected timetable; estimates timetable and presents project status updates to management; identifies problem trends and areas for improvement.

Works collaboratively and provides assistance to both internal and external auditors, i.e., responding to inquiries, providing relevant and requested data.

Acts as subject matter expert to system users by relating business/functional requirements to system capabilities; acts as a functional and technical coordinator for large projects; performs as liaison to County and Clerk IT Departments as necessary.

Researches and tests system functionality and designs; prepares system flow diagrams, develops record layouts, designs forms and specifications and develops system procedures.

Acts as project lead in new systems and/or system upgrade evaluation, planning, testing, deployment, and support.

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 Analysis, or related field, supplemented by three (3) to five (5) years of recent and relevant experience with automated financial systems and coordinating policy and procedure improvements. Experience should include analyzing and interpreting financial data including

accounting principles and practices through the preparation and design of management reports. Possess the initiative in identifying, documenting, researching and resolving accounting and system discrepancies with minimal supervision. An equivalent combination of education, training and experience will be considered. Strong written, oral, and interpersonal communication skills required. Requires certification as a Deputy Clerk. Working knowledge of Banner Financial Management System, Clericus Case Management System, SAP Crystal Reports, commercial banking and treasury system platforms, and other financial accounting and reporting systems including CAFR development software preferred.

#### **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.