



Hunter S. Conrad, Esq.

St. Johns County Clerk of the Circuit Court and Comptroller

Dedicated to Excellence-Committed to Improvement-Serving with Kindness

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KIM DACOSTA
HUMAN RESOURCE DIRECTOR

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July 27, 2017

JOB OPENING

FINANCE DIRECTOR

Salary Range: \$77,513.85 - \$116,270.77

JOB SUMMARY

This position is responsible for directly assisting the Chief Financial Officer (CFO) in the financial operations and financial reporting functions for St. Johns County and for the Clerk of Court and Comptroller's Office ("Clerk").

MAJOR DUTIES

- Advises the CFO on financial subject matters, budgets, accounting policies, internal controls and financial condition of the office.
- Prepares the Comprehensive Annual Financial Report (CAFR) and the Popular Annual Financial Report (PAFR).
- Ensures compliance with SEC secondary disclosure measures, timely debt service payments and bond resolution restrictions.
- Ensures compliance with separate investment policies under the Clerk of Courts and Board of County Commissioners.
- Oversees the preparation of the Clerk budget, setting goals and objectives.
- Oversees the preparation of the Clerk's annual financial statements and supporting schedules in accordance with generally accepted account principles (GAAP) and state regulations.
- Assists with hiring, training, work assignments, evaluations and discipline of personnel.
- Coordinates County and Clerk annual financial statement audit and single audit.
- Coordinates activities with the county Office of Management and Budgets.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of governmental budgeting principles.
- Knowledge of governmental accounting and auditing principles and state audit statutes.
- Knowledge of internal financial control policies and procedures.
- Knowledge of Florida statutes, Florida administrative code and local regulations.
- Knowledge of banking policy and contractual law.
- Knowledge of generally accepted accounting principles (GAAP), Generally Accepted Government Auditing Standards (GAGAS), and Governmental Accounting Standards Board (GASB) guidelines.

- Knowledge of federal grant Office of Management and Budget (OMB) circulars.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The CFO assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines includes, but are not limited to, IRS and OMB federal rules and regulations, state statutes and administrative code, GASB pronouncements, GAAP, GFOA and FGFOA best practices and CCOC requirements. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory and professional accounting duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to direct financial operating and reporting functions for the County and the Clerk of Court and Comptroller Office. Success in this position contributes to accuracy, efficiency and effectiveness of those functions.

CONTACTS

- Contacts are typically with co-workers, other county employees, elected and appointed officials, accountants, auditors, attorneys, bankers and underwriters, business and industry leaders, representatives of the state and federal government, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Director – COC (1) and the Assistant Director – BCC (1).

MINIMUM QUALIFICATIONS

- Master's degree in a course of study related to the occupational field such as accounting, finance and business or public administration.
- Supervisory experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require more than five years of related experience.
- A Certified Public Accountant (CPA) or certification in governmental accounting (CPFO, CGFO) is required.

APPLICATION INSTRUCTIONS:

Original position opening is posted on the bulletin board located in the main hallway of the Courthouse and on the COC Website. 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 be attained from the Director of Human Resource's office and must be returned to Kim Dacosta or Lydia Simmons.

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.