



SHARON R. BOCK  
Clerk & Comptroller  
Palm Beach County

## EXEMPT OPPORTUNITY

**POSITION TITLE:** Assistant Manager - Financial Reporting

**DIVISION/DEPARTMENT:** Finance

**HIRING RANGE:** \$59,028 - \$76,153

### ABOUT THE POSITION:

The Clerk's office is seeking an Assistant Manager in the Financial Reporting department that performs managerial work in assisting department management as well as oversees the operations of an assigned Finance division of the Clerk & Comptroller. Employees in this classification are responsible for assisting management with monitoring work flow and productivity, as well as evaluating the effectiveness of department operations and the efficiency of resource allocation. This position is responsible for assisting the Manager with financial reporting, management of projects and employee relations functions.

The Clerk's office has demanding timelines and we need an experienced assistant manager who has a strong sense of urgency and commitment to public service, is comfortable working in a fast-paced environment, is passionate about providing outstanding customer service and desires a challenging and rewarding career.

For those candidates who qualify, the Clerk & Comptroller's office offers an excellent benefits package including health, dental, vision, life and disability plans plus participation in the FRS retirement plan.

### ROLE OF POSITION:

**The successful candidate will be assigned to the Financial Reporting department within our organization and will perform the essential functions as outlined above, as well as perform the following functions:**

- Assists management with planning, organizing, and directing daily administrative operations; assists management with communicating unit, department, division and agency goals and objectives; assumes responsibilities of the manager in the event of absence or as directed
- Ensures timely and accurate recording of all financial transactions of the Board of County Commissioners (BOCC)
- Assists management with the annual closing of the Board's accounting records and the annual countywide audit
- Reviews, prepares, and distributes the County's Comprehensive Annual Financial Report (CAFR), the Popular Annual Financial Report (PAFR), the Annual Financial Report (AFR), the Annual Financial Audit Report (AFAR) and various special reports as required or requested



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- Recommends, implements, and adheres to audit controls and systems for reviewing tasks, procedures, operational efficiency and effectiveness, and staff training and development
- Provides recommendations for modifications to current processes as indicated; establishes and ensures implementation of approved changes
- Assists management with coordinating effective communications with various external entities applicable to functions under charge, i.e., County departments, banking partners and other vendors
- Assists management with budget development and administration
- Performs personnel management duties, i.e., supervising, training, hiring, disciplinary action, counseling, performance evaluations, recommending transfer, promotion, and employment separation
- Participates in projects and initiatives as needed; performs special research as required
- Prepares agendas and conducts and facilitates staff meetings; distributes administrative orders, memoranda, and policy and procedural updates accordingly
- Investigates, researches, and reports on customers, service provider, external agency, and County Department concerns and complaints; provides information, direction or resolution accordingly
- Tracks time sheets, attendance, vacation, tardy, and leave of absence; monitors such for unit scheduling and evaluation purposes

### THE IDEAL CANDIDATE:

**The ideal candidate will have experience with financial reporting and public accounting along with the following:**

Bachelor's degree in Accounting, Finance or related field, supplemented by five (5) years of recent and relevant experience, to include financial reporting, governmental accounting, automated financial systems and supervisory experience that provides broad knowledge of public finance administration, automated financial systems, and regulatory standards regarding administration of public funds; or an equivalent combination of education, training and experience. CPA and Master's degree is preferred.

**To apply, go to: [www.mypalmbeachclerk.com/careers](http://www.mypalmbeachclerk.com/careers)**