



JOB DESCRIPTION

CLERK OF THE CIRCUIT COURT OKALOOSA COUNTY, FLORIDA

JOB TITLE: Financial Services Director

DEPARTMENT: Finance

LOCATION: Crestview

EXEMPT

SUPERVISOR: Chief Financial Officer

DATE: May 8, 2017

SUMMARY: The purpose of this position is to work under the general direction of the Chief Financial Officer in the management of the department's accounting 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 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The tasks listed below are those that represent the majority of the time spent working in this position. Clerk may assign additional responsibilities related to the type of work as necessary.

- Ensures compliance with existing laws, rules, and regulations, and enforces same.
- 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 oversees implementation of approved changes.
- Plans, organizes, directs, monitors, designs & implements general financial accounting procedures, methods, and reporting results including internal controls over financial activities, financial staff, receipt and disbursement activities.
- Establishes, maintains and pursues continuous improvement of internal accounting and administrative controls for custody, recording, reporting and safeguarding of County and Clerk assets.
- Leverages technology to maximize the efficiency, consistency, and accuracy of departmental business process workflows and to implement business process improvement; quickly recognized and identifies manual multi-step processes and proactively seeks alternative methods to minimize or eliminate labor intensive tasks.
- Responsible for monitoring all revenue collection and disbursement of all funds.
- Manages the accounting division; reviews present accounting procedures and policies and recommends changes or modifications to increase the efficiency and effectiveness of accounting operations. Monitors segregation of duties for proper maintenance of internal control.

- Directs, plans, or implements policies, objectives, or activities of organization to ensure continuing operations, to maximize return on investments, or to increase productivity.
- Formulates strategic goals in alignment with the Clerk's vision for assigned area of responsibility.
- Leads and/or participates in senior-level meetings, conferences, workshops, professional meetings and other events.
- Assists with preparation of the Comprehensive Annual Financial Report (CAFR).
- Works directly with internal and external auditors.
- Researches and resolves accounting, payroll, purchasing and budgeting issues.
- Directs and supervises managerial staff, including career development, bench strength and succession planning, selecting or recommending applicant selection, training, assigning, coaching, counseling, disciplining or recommending termination.
- Provides technical accounting support to staff with the Finance Department, the BOCC and related departments, including the County's Constitutional Officers.
- Provides inter-departmental support through team-oriented approach to satisfy organizational needs.
- Consistent and predictable attendance required.

SPECIFIC RESPONSIBILITIES:

- Responsible for the successful overall operation of the Clerk and County Financial Divisions.
- Prepare annual budget recommendations and approve expenditures for assigned area of responsibility, to fund operations and increase efficiency. Responsible for the preparation and development of Court and County budgets for the entire Clerk's office, which is approved by the Clerk of the Court.
- Promote and maintain a fiscally sound financial relationship with a local banking institution based on a competitive bid process. Safeguard the Clerk and County assets by electronically monitoring daily cash balances to ensure sufficient balances for anticipated disbursements, oversee County and Clerk audits, and invest to optimize interest income.
- Plans and coordinates technology and process improvement initiatives related to all areas of responsibility.
- Responsible for the measurement and effectiveness of all processes (internal and external) within the area of responsibility.
- Communicates timely, accurate and complete information to the Clerk regarding operational issues within the assigned area of responsibility.
- Evaluates vendor proposals for adequacy and conformance specifications, negotiate and/or approve contracts or agreements with suppliers, distributors, federal or state agencies, or other organizational entities.

EDUCATION/SKILL REQUIREMENTS:

Education/Experience: Graduation from an accredited university or college with a four (4) year degree in Accounting, Finance or related field. Master's Degree in Accounting, Finance or related field preferred. A minimum of eight (8) years of progressively responsible financial management and accounting experience with two (2) years in a Director or Assistant Director capacity in local government* preferred.

*Minimum of two (2) years' experience in auditing local governments may be substituted for this experience.

Licenses/Certificates: Hold or have the ability to obtain Certified Government Finance Officer (CGFO) designation within (2) two years required.

Other Skills and Abilities

- Knowledge of governmental accounting principles.
- Knowledge of modern management principles and practices.
- Knowledge of computer systems pertaining to accounting and financial management.
- Knowledge of budgeting and financial reporting systems.
- Skill in preparing and making public presentations.
- Ability to supervise effectively.
- Ability to establish and maintain effective working relationships with officials, employees and the public.
- Ability to communicate effectively orally and in writing.
- Ability to analyze financial data and discern underlying management problems.
- Ability to exercise good judgment in financial management.
- Ability to prepare and interpret financial reports and statements.
- Ability to delegate authority, plan, organize, and review the work of technical and clerical personnel.

ESSENTIAL PHYSICAL SKILLS AND WORK ENVIRONMENT:

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 Driver's License is required.

Reasonable accommodations will be made for otherwise qualified individuals with disability.