

**OFFICE OF THE CLERK OF CIRCUIT COURT
SEMINOLE COUNTY CLERK OF THE CIRCUIT COURT & COMPTROLLER
POSITION DESCRIPTION**

JOB TITLE: Assistant Director Comptroller's Office
SALARY RANGE PER ANNUM: \$85,000 TO \$95,000
HOURS: Full Time

JOB SUMMARY:

Under the direction of the Director of the Comptroller's Office, the Assistant Director is responsible for maintaining the integrity of the financial data for the Board of County Commissioners (the "Board"). The Assistant Director will assist the Director in overseeing the financial operations related to the Board. He/she will compile information and work with the Director to prepare the Comprehensive Annual Financial Report (CAFR) and review same. Assist with preparing various State required reports. This position is classified as exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Assist with preparation of the County's CAFR.
- Be knowledge of generally accepted accounting principles (GAAP) and Governmental Accounting Standards (GASB).
- Ability to assist with researching and implementation of GASB pronouncements.
- Knowledge of the Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (commonly called "Uniform Guidance"). Formerly known as OMB Circular A-133. This knowledge is required in order to assist with administering and preparing the County's Schedule of Expenditures of Federal Awards and State Financial Assistance.
- Assist with reviewing contracts, accounts payable, purchase orders and invoices, as needed, to ensure accuracy and proper authorization.
- Assist with reviewing capital asset transactions, which requires knowledge of Governmental Accounting related to capital assets.
- Assist with preparation of roll forward schedules for capital assets and long-term debt.
- Assist with preparing and/or reviewing various audit schedules for the year-end audit.
- Work directly with internal and external auditors.
- Assist with preparing various quarterly and annual reports to various State agencies.
- Review monthly bank reconciliations.
- Supervise Deputy Clerks for revenue, accounts payable and fixed assets and ensure adherence to the Clerk's employee handbook.
- Assist with researching and resolving accounting, payroll, purchasing and budgeting issues.
- Assist in ensuring compliance with internal control procedures.
- Assist with reviewing general ledger accounts to ensure completeness, accuracy and consistency with the application of GAAP.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, finance, or a related field from an accredited college or university.
- Five years governmental experience in accounting or auditing, including two years supervisory experience preferred.
- Certification as a Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO).
- Valid Florida Driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of generally accepted accounting principles and governmental accounting standards.
- Knowledge of statutes, regulations, policies and procedures governing work unit.
- Knowledge of principles and practices of governmental accounting, auditing, and financial reporting.
- Knowledge of the Florida Uniform Accounting System and the Certificate of Achievement for Excellence in Financial Reporting requirements as prescribed by the Government Finance Officers Association (GFOA).
- Ability to research and apply GASB pronouncements.
- Proficient in computer applications, including Microsoft Office with advanced Excel skills.
- Ability to analyze data and prepare reports.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to interact professionally and maintain effective working relationships with officials, fellow employees, superiors, County staff and the public.

PHYSICAL ACTIVITIES:

- Fingering, Talking, Hearing, Repetitive motions.

PHYSICAL REQUIREMENTS:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.