

# Bay County Clerk's Office

## Job Description

<u>Job Title</u>	<u>Department</u>	<u>Classification</u>
Assistant Finance Officer	Board Finance	Exempt

### **Nature of Job:**

The primary function is to assist the Finance Officer with the operation of the Finance Office which includes the Board of County Commissioners, Supervisor of Elections and the Clerk of Court and Comptroller's office. The Clerk's Finance Office also oversees the collection of the Bay County Tourist Development Tax. Provides leadership, management and vision to ensure proper operational controls. Monitor administrative and reporting procedures and ensure appropriate staff are in place. Administers and implements directives and policy decisions of the Clerk and reports directly to the Finance Officer. Supervises and manages staff accordingly.

**Essential Functions and Responsibilities:** The tasks listed below are those that represent the majority of the time spent working in this position. Finance Officer may assign additional responsibilities related to the type of work necessary.

- Serves as liaison between the Bay County Directors and the Clerk of the Court and outside organizations. Addresses external agencies, other internal departments, vendors, and the general public on issues related to the section; provides service to those customers in a manner that resolves conflict, adheres to and promotes goodwill.
- Ensures compliance with existing laws, rules, and regulations, and enforces same.
- Ensures adherence to the Clerk's Policies, Standard Operating Procedures, Mission, Vision and Values. Aligns actions to consistently reflect the culture (values) of the organization.
- 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.
- 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.

- Establish departmental responsibilities and coordinates functions among departments and locations.
- Develop and/or implement corrective action plans to solve organizational or departmental problems.
- Make presentations to legislative or other government committees regarding policies, programs, or budgets. Interpret and explain policies, rules, regulations, or laws to organizations, government or corporate officials, or individuals.
- Provides inter-departmental support through team-oriented approach to satisfy organizational needs.
- 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 Finance Officer 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.

**Minimum Qualification Requirements:**

- Bachelor's degree in accounting with 3 years responsible experience in governmental accounting and administrative experience or
- An equivalent combination of education, training, and/or experience (CPA, CGFO, etc.)
- Must be able to speak, read, write, and comprehend English language.

The Clerk's office offers competitive pay, depending on the qualifications met by the candidate. Benefits are offered to full time employees.

### **Licenses and/or Certifications:**

Must possess and maintain a valid Florida driver license with a driving record acceptable to the Clerk's Driving Policy and insurance program.

### **Knowledge Skills and Abilities:**

- Knowledge of the Florida Statutes and Governmental Accounting Standards.
- Knowledge of generally accepted accounting principles, practices and procedures for governmental entities with the ability to apply this knowledge in financial accounting and reporting.
- Knowledge of financial systems and recordkeeping systems with the ability to design, maintain and utilize these systems in a large governmental environment.
- Ability to plan, organize and direct the work of subordinates in a manner conducive to high morale and full performance.
- Ability to promote and maintain effective working relationships with members of the Board of County Commissioners and their staff, the Constitutional Officers, and the general public.
- Ability to prepare complex reports and analyses related to areas of responsibility.
- Ability to express oneself effectively, both orally and in writing.

### **Working Conditions:**

Work is primarily performed indoors but requires some exposure to environmental changes (e.g., outdoor weather and/or field conditions) or irate customers, extreme noise, odors, heights and/or dust. May be required to travel as needed to remote locations.

### **Risk/Safety Conditions:**

See above Working Conditions

### **Essential Physical Activities:**

Stooping, crouching, walking, pulling, lifting, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, pushing, talking, standing, climbing, finger movement, repetitive motions, depth perception. This position may require lifting up to 25 lbs.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Bay County.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Employee number)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Disclaimer:**

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The employer may add to or revise this job description at any time.

**THE BAY COUNTY CLERK'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE.**