

Bay County Clerk's Office

Job Description

<u>Job Title</u>	<u>Department</u>	<u>Classification</u>
Senior Accountant	TDT/ Board Finance	Exempt

Nature of Job:

The primary function of this position is to assist in overseeing the Tourist Development Tax office. This includes collection of the Tourist Development Tax, tax-payer compliance monitoring, reviewing expenditure reimbursement requests for the 3 taxing jurisdictions and accounting for the newly built Sports Park Complex.

Essential Functions and Responsibilities:

- Assist in the oversight of the Tourist Development Tax office
- Accounting of Sports Complex operations
- Review weekly funding requests for various TDC offices and Sports Complex
- Reconcile monthly revenue between general ledger and EXCISE software
- Perform research and analytics for compliance.
- Perform reviews and audits to ensure compliance of tax collection and payment.
- Prepare monthly collection reports and present to the TDC Board, as allowed by Florida Statue.
- Assist in analyzing statistical data requested for marketing needs.
- Back up to Tourist Development Tax Field Agents, including but not limited to:
 - Register and educate new tax collectors, utilizing the web based EXCISE software application
 - Process tax payments and review for accuracy
- Other duties as assigned.

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

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

Knowledge, Skills and Abilities:

- 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 maintain good interpersonal and communication skills to deal with public.
- Ability to establish and maintain effective working relationships with a variety of people.
- 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.