

# Bay County Clerk's Office

## Job Description

<u>Job Title</u>	<u>Department</u>	<u>Classification</u>
Accounting/Grants Mgr.	Board Finance	non-exempt

### Nature of Job:

The primary function is to assist in accounting functions and grant management.

**Essential Functions 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 necessary.

- Reconcile and review revenue and expenditure account activity.
- Analyze data and prepare analytical spreadsheets.
- Review and manage grants files.
- Responsible for preparing complex reports and analyzing data in related areas of responsibility.
- Monitor sub-recipients of grant funds.
- Makes site visits to sub-recipients of grant funds.
- Keep close contact with sub-recipients of grant funds to ensure an effective flow of information is maintained.
- Coordinate with the accounting/grants manager to keep up grant files.
- Ensure compliance with existing laws, rules, regulations and grant agreements/contracts.
- Record Lease activity.
- Implement new GASB statements as required.
- Ensure adherence to the Clerk's Policies, Standard Operating Procedures, Mission, Vision and Values. Align actions to consistently reflect the culture (values) of the organization.
- Formulate strategic goals in alignment with the Clerk's vision for assigned area of responsibility.
- Protect organization's value by keeping information confidential and accomplish accounting and organization mission by completing tasks as needed.
- Other duties as assigned.

### Minimum Qualification Requirements:

- 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.

- Bachelor's degree in accounting.
- An equivalent combination of education, training, and/or experience (CPA, CGFO, etc.)

**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 federal and state grant guidelines
- Knowledge of generally accepted accounting principles, practices and procedures with the ability to apply this knowledge in financial accounting and reporting.
- Knowledge of Excel, MS Word, Tracking Budget Expenses, Attention to Detail, PC Proficiency, General Math Skills.
- 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.
- Knowledge of financial systems and recordkeeping systems.
- 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.**