



Tara S. Green
Clerk of the Circuit Court
Clay County, Florida

JOB DESCRIPTION

JOB TITLE:	FINANCE OFFICER	PAY GRADE:	9
DEPARTMENT:	FINANCE	SALARY RANGE:	\$69,302 - \$120,120
SUPERVISOR:	CLERK OF THE CIRCUIT COURT	CREATED:	MARCH 2019
		STATUS:	EXEMPT

GENERAL DESCRIPTION OF DUTIES

The essential functions of the position within the organization is to lead and manage the operations of the County Finance Department upon transition of comptroller duties. Manage the pre and post audit, review proposed contracts before adoption, oversee accounting services to all county departments, investments of available county funds, financial reporting of the Board, and all federal and state agencies, accounts payable, and county payroll on behalf of the Clay County Clerk of the Circuit Court (Clerk of Court). Represent the Clerk of Court's Office in a professional manner when communicating with customers, business associates and fellow employees. This position develops and implements programs within organizational policies; reports major activities to execute level administration through conferences and reports.

ESSENTIAL EXPECTATIONS OF PERFORMANCE

Service Excellence – Model behaviors that promote a peaceful, productive work environment. Demonstrate teamwork through eagerness to assist with difficult tasks. Serve with excellence to be committed to customer satisfaction through meeting commitments as well as timely and accurate communication. Effectively communicate relevant information, listen attentively, solicit feedback and respect the opinions of others.

- Upholds the highest level of professionalism in all conduct and interaction with internal and external customers.
- Shares relevant information with team, leadership and others on a timely basis.
- Provides inter-departmental support through team-oriented approach to satisfy organizational needs.
- Acts as a representative of the Clerk of Court when communicating with governmental agencies and others. Provides exceptional customer service when responding to internal or external customers.
- Contribute to a positive, open-minded, innovative atmosphere and share/discuss ideas.

FINANCE OFFICER – FINANCE

- Contribute to the conservation of resources by managing interruptions of coworkers and leadership.
- Serve as liaison between the appropriate Chief of Staff and divisions of the assigned area of responsibility, organizations, shareholders, and outside organizations.
- Addresses external agencies, other internal departments, vendors, and the general public on issues related to the section.
- Plan and direct development or communication of an informational nature to maintain favorable public or stakeholder perceptions of an organization's accomplishments and/or to meet common goals.

Engagement – Proven motivation to contribute to the success of our organization and commitment to take positive action that furthers our mission, vision and values. Engagement is evident through productivity, dependability and showing initiative to seek out new responsibilities, act on opportunities and problem solving. The Finance Officer shows a sense of purpose in fulfilling their day-to-day responsibilities.

- Understand, support, and demonstrate organizational culture. Adherence to the Clerk's Policies, Procedures, Mission, Vision and Core Values. Aligns actions with organization culture (values).
- Leads and/or participates in senior-level management meetings, conferences, workshops, professional meetings and other events.
- Consistent and predictable attendance.
- Reviews legislative changes, analyzes, develops plans of implementation, ensures compliance with existing laws, rules, and regulations, and enforces same.
- Establish departmental responsibilities and coordinate functions among divisions and locations.
- Suggest and implement organizational or departmental concerns and/or opportunities.
- Interpret and explain policies, rules, and regulations, laws to organizations, government corporate officials, and individuals.
- Partner with direct reports to develop and implement new procedures and features to enhance the workflow of the department.
- Develop a strong and sustainable base of operation within the assigned area of responsibility.
- Consistently produces accurate work.

Respectful / Ethical Conduct – Consistently demonstrates the commitment to a peaceful productive environment while serving the public and co-workers respectfully, courteously, promptly and competently with the highest sense of honesty and integrity. We act with honesty

and integrity, not compromising the truth. We treat our team members, customers, partners and suppliers with mutual respect and sensitivity, recognizing the importance of diversity. We respect all individuals and value their contributions.

Vision – ***To be the most trusted, efficient and helpful Clerk's office:*** We recognize that our dedication to excellence depends on creativity and innovation. We do not accept the status quo but strive for ways to improve processes and practices. We value flexibility and the ability to adapt.

- Recommends, directs, plans, implements policies, objectives, activities of organizations to ensure continuing operations, to maximize returns on investments, and to increase productivity.
- Recommends, formulates strategic goals in alignment with the Clerk's global vision for assigned area of responsibility.

Education and Training – Through personal and professional growth, we will continue to develop and maintain the essential knowledge and skills to perform our duties to the best of our abilities, keeping knowledge and skills up-to-date, and turning mistakes into learning opportunities.

- Ensure the completion of departmental Standard Operating Procedures. Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, participating in professional organizations, attending seminars and conferences to keep abreast of current trends and practices in field of expertise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, organize, coordinate and direct the work of the department.
2. Oversee the training of personnel, authorized leave, work assignments and employment performance evaluations within the department to ensure effective productivity.
3. Recommend and implement procedures to improve the efficiency of the department.
4. Advise employees concerning work and personnel problems as necessary, with the goal of achieving the highest morale within the department.
5. Ensure that the development, implementation, update and distribution of policy and procedure manuals is completed on a timely basis.
6. Handle complaints, problems or difficult situations with the public in a professional manner as necessary.
7. Ensure good communication between outside agencies and inter-office departments.
8. Ensure the accurate interpretation, implementation, and compliance of laws, rules and regulations on a timely basis regarding functions of the department.

FINANCE OFFICER – FINANCE

9. Provide accurate and timely statistics, reports and other data as needed.
10. Provide assistance to the Clerk of Court in the formulation and direction of special projects.
11. Develop and implement departmental budgets, goals, and objectives.
12. Knowledge of generally accepted accounting principles (GAAP) and Government Accounting Standards Board (GASB) pronouncements.
13. Interpret financial data and advise County administration of financial subject matters, accounting policies and the financial condition of the county. Oversee the reporting of financial information to the Board, including quarterly and annual reports.
14. Work closely with the Clerk of Court, County Administrator, Internal Auditor, Office of Management and Budget and Department Managers to carry out the duties of the Finance Office, and coordinate and implement Board financial policies and procedures.
15. Manage the fiscal year-end process which includes planning, oversight of preparation of schedules, coordination of auditor field work, preparation and distribution of published financial statements and related schedules, ensuring all reporting requirements are met.
16. Advise and coordinate the planning, process and issuance of debt for the County. Work closely with and facilitate the County's financial advisor, underwriter, various counsel, rating agencies, issuing department, County Administration and Board of County Commissioners.
17. Plan for the development and growth of the office, its processes, personnel and technology.
18. Manage the financial accounting software system for the Finance Department and associated interfacing departments, including the availability of electronic information to user departments.
19. Coordinate the procurement of financially-related services such as independent auditors, arbitrage compliance services, financial advisory services, underwriter services, bond and disclosure counsel services and banking services.
20. Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
21. Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures.

EDUCATION AND/OR EXPERIENCE

Education:

Graduation from an accredited university or college with a four-year degree in Accounting or Business Administration.

Experience:

Ten years' progressive experience in management of finance and accounting, preferred five or more years' experience in governmental capacity.

An equivalent combination of education, training and experience may be substituted at the Clerk's discretion.

Licenses/Certificates:

Certified Public Accountant (CPA) in State of Florida.

A valid Florida Driver's License or Florida Identification is required for the hiring process.

JUDGMENT DECISIONS

Responsible for long range goals, planning and methodologies. Decision-making focus of job, affecting entire organization and surrounding population; works in an unstable environment with frequent and significant changes in conditions. Ability to work on assignments where common sense and good judgment are essential. Judgment is required to ensure information released to public is not legal advice, is not released without proper authorization, is in compliance with best practices, and is not confidential in nature. Ability to work with and maintain confidential and/or sensitive records, and comply with legal advice restrictions for the Clerk's office as well as state and federal guidelines.

LANGUAGE SKILLS

Superior communication, initiative and organization skills with the ability to apply sound judgment are required. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from commissioners, groups of managers, clients, customers and the public. Excellent knowledge and usage of grammar, punctuation and sentence structure is required when preparing training manuals, reports and other written communication.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts and accounting principles as they relate to government budgeting, fixed assets, general ledger, payroll time reporting and forecasting. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, factor and cost/benefit analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 5 - 10 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The Clay County Clerk of the Circuit Court, Clay County, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clay County Clerk of the Circuit Court will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

1. All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

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

Employee Signature

Date

Printed Name

Department

An Equal Opportunity Employer / ADA / Veteran's Preference

The Clerk of the Court does not discriminate on the basis of race, color, national origin, sex, marital status, religion, age, gender identity, sexual orientation, pregnancy, genetic information, veteran status, mental or physical disability or any other category protected by law in employment or the provision of services.

FINANCE OFFICER – FINANCE

TO APPLY: Download the [Clerk of Court's Application](#) from this link or from the Human Resources tab of the Clerk of Court's website, www.clayclerk.com.

Applications and resumes are to be submitted via email to careers@clayclerk.com. **Only completed applications will be accepted for the hiring process.** Resume only submissions will not be accepted.