



Clerk of Circuit Court & Comptroller Okaloosa County

Job Description Chief Financial Officer

Job Specifications			
Classification:	Exempt	Department:	Finance
Supervisor:	Chief of Staff	Location:	Crestview
Salary Range:	E-14	Schedule:	Monday - Friday 8am - 5pm
Revised On:	October 16, 2023	Revised By:	Chelsea Law

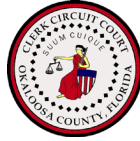
Job Summary:

The purpose of this job class is to provide oversight to Financial Directors and Managers and is responsible for assisting the Clerk of Court in achieving the objectives of the organization. Provides leadership, management and vision to ensure proper operational controls, administrative and reporting procedures, and appropriate staff are in place, resulting in financial strength and operating efficiency. Directs agency-wide strategic planning, administers and implements directives and policy decisions of the Clerk, and reports directly to the Clerk of the Court.

Essential Job Functions:

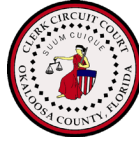
The list of essential functions as outlined here is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such functions are a logical assignment to the position.

- Serves as liaison between the Directors and the Clerk of the Court, organizations, shareholders, and outside organizations. Addresses external agencies, other internal departments, vendors, and the public on issues related to the section; provides service to those customers in a manner that resolves conflict, adheres to policy 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.
- Establish departmental responsibilities and coordinate functions among departments and locations.



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- 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.
- Develops internal procedures, controls and policy for Clerk & Comptroller finance department; issues advisory memoranda potentially having significant impact on County policy or procedure.
- Ensures County financial compliance with budgetary policy, generally accepted accounting principles, and applicable regulatory standards.
- Establishes finance department goals and objectives; evaluates staffing levels and organizational structure for effective work performance and efficient resource allocation.
- Participates in strategic planning and development initiatives with the Clerk & Comptroller and leadership team.
- Administers daily operations through direction and guidance of managerial, professional, and clerical staff under charge; assigns special research and/or auditing tasks to finance directors, managers and staff.
- Directs and assists County or finance staff in development, planning, and review of technical, mechanical and legal aspects of various finance issues, i.e., bonds, capital projects, specialized grants.
- Provides advisement to the Clerk & Comptroller and/or Executive Committee concerning major and/or high-profile issues involving Clerk & Comptroller responsibilities to the Board of County Commissioners.
- Monitors and reviews the Clerk & Comptroller's banking relationships for Board of County Commissioners' public funds accounts; plans and controls the deposit and disbursement of County funds.
- Oversees all Finance Division personnel management functions, i.e., selection, training, guidance, performance evaluation, disciplinary action.
- Performs review and data analysis in planning and development of Clerk & Comptroller's Office finance functions; applies knowledge of principles of organizational structure, governmental accounting systems, and organizational objectives.
- Plans development, implementation, and maintenance of finance projects and programs in a manner to maximize allocated resources.
- Prepares, reviews and/or signs correspondence relating to the Clerk & Comptroller's responsibility as the County's Chief Financial Officer.
- Maintains current knowledge of trends and developments in finance for application to programs and functions under charge.
- Prepares department annual operating, capital and supplemental budgets; monitors departmental budget activity to ensure proper use and allocation of funds; requests budget transfers to cover shortages in budget line items; performs quarterly asset inventory; ensures proper use and custody of Clerk & Comptroller assets.
- Maintains established organizational/departmental productivity standards.



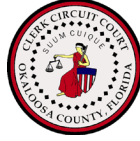
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- Monitors all organizational/department-related performance and productivity standards for compliance.
- Responsible for the successful overall operation of the Clerk's Financial Division, including but not limited to all Clerk and Board of County Commissioner fiscal duties, child support functions, and all related responsibilities.
- 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.
- Approves organizational expenditures and Personnel Action Forms in Clerk's absence.
- Responsible for the measurement and effectiveness of all processes (internal and external) within the area of responsibility.
- Serves as a regular or special representative at County Commission meetings and on various County committees or boards as directed.
- As directed by Clerk, meets with elected officials, County administration, County department directors, and their staff regarding County Finance and Board issues.
- Communicates timely, accurate and complete information to the Clerk regarding operational 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 Required Qualifications:

Graduation from an accredited university or college with a four (4) year degree in Accounting, Finance or related field. Master's Degree in Accounting, Finance or related field preferred. A minimum of eight (8) years of progressively responsible financial management and accounting experience with two (2) years in a Director or Assistant Director capacity in local government* preferred.

*Minimum of two (2) years' experience in auditing local governments may be substituted for this experience.



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Physical Demands:

- Walking, standing, or sitting for extended periods of time at a computer terminal
- Professional and appropriate behavior for an office environment
- May require stooping and bending
- Must be able to lift 15 pounds

The duties as described herein summarize the predominant responsibilities of the job position but are not to be considered a detailed description. This is not a contract for employment. The individual in this position is subject to all policies and procedures of the Okaloosa County Clerk of Court's office.

ADA Compliance:

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Employee Acknowledgement:

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.