



## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Financial Service Director

Job Specifications			
<b>Classification:</b>	Exempt	<b>Department:</b>	Finance
<b>Supervisor:</b>	Chief Financial Officer	<b>Location:</b>	Crestview
<b>Salary Range:</b>	Director: E-12 Sr. Director: E-13	<b>Schedule:</b>	Monday - Friday 8am - 5pm
<b>Revision Date:</b>	October 16, 2023	<b>Revised By:</b>	Chelsea Law

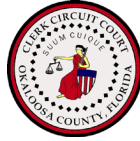
#### Job Summary:

The purpose of this position is to work under the general direction of the Chief Financial Officer in the management of the department's accounting and budget functions for the Clerk of the Circuit Court & Comptroller and the Board of County Commissioners (BOCC). Employees in this classification are responsible for ensuring the timely and accurate recording of all financial transactions of the Clerk and BOCC. The position oversees the activities of staff under charge, and is responsible for establishing and maintaining leadership, training, and support for all Department of Financial Services staff and related activities.

#### 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.

- Ensures compliance with existing laws, rules, and regulations, and enforces same.
- Monitors and ensures compliance with approved policies and procedures for the Clerk and BOCC; periodically reviews policies and procedures for sufficiency; provides recommendations for changes as required and oversees implementation of approved changes.
- Plans, organizes, directs, monitors, designs & implements general financial accounting procedures, methods, and reporting results including internal controls over financial activities, financial staff, receipt and disbursement activities.
- Establishes, maintains and pursues continuous improvement of internal accounting and administrative controls for custody, recording, reporting and safeguarding of County and Clerk assets.
- Leverages technology to maximize the efficiency, consistency, and accuracy of departmental business process workflows and to implement business process improvement; quickly recognized and identifies manual multi-step processes and proactively seeks alternative methods to minimize or eliminate labor intensive tasks.

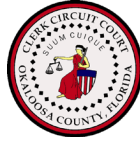


## **Clerk of Circuit Court & Comptroller Okaloosa County**

- Responsible for monitoring all revenue collection and disbursement of all funds.
- Manages the accounting division; reviews present accounting procedures and policies and recommends changes or modifications to increase the efficiency and effectiveness of accounting operations. Monitors segregation of duties for proper maintenance of internal control.
- 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.
- Assists with preparation of the Comprehensive Annual Financial Report (CAFR).
- Works directly with internal and external auditors.
- Researches and resolves accounting, payroll, purchasing and budgeting issues.
- 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.
- Provides technical accounting support to staff with the Finance Department, the BOCC and related departments, including the County's Constitutional Officers.
- Provides inter-departmental support through team-oriented approach to satisfy organizational needs.
- Analyzes and documents business processes and applications to identify areas in which efficiency and/or effectiveness can be improved.
- Makes recommendations for changes and revisions to applications and work processes that will enhance the efficiency of operations.
- Works closely with the Department Managers/Directors to develop new policies and procedures reflecting revised work processes and/or performance measures.
- Consistent and predictable attendance required.
- Other related duties as assigned.

### **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.
- Hold or have the ability to obtain Certified Government Finance Officer (CGFO) designation within two (2) years required.
- Graduate of the Certified Public Manager (CPM) program or the ability to successfully complete the program.
- Knowledge of governmental accounting principles, practices, procedures, methods and theory.
- Knowledge of laws, rules, and policies governing assigned functional accounting area.



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- Knowledge of computer systems pertaining to accounting and financial management.
- Knowledge of budgeting and financial reporting systems.
- Ability to compile, organize, interpret, and analyze data and information to solve application problems.
- Ability to interpret and evaluate system issues from a user perspective.
- Ability to systematically troubleshoot problems and implement corrective action as needed.
- Ability to plan, organize and supervise the work of others.
- Ability to prioritize work of the team.
- Ability to prepare and maintain records and reports.
- Ability to maintain effective working relationships in a collaborative team environment.
- A valid driver's license is required.

### **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

### **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.