



THE HONORABLE
GWEN MARSHALL

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

HUMAN RESOURCES DIVISION

Job Announcement

APPLICATION DEADLINE –02/11/2019

JOB TITLE: Disbursement Supervisor
POSITION NUMBER: 022600
DEPARTMENT/DIVISION: Finance/Disbursement
PAY GRADE: 83
PAY RANGE: \$54,506 - \$89,935
FLSA Status: Exempt

You may submit the Leon County Clerk of the Circuit Court and Comptroller application online at: https://cvweb.clerk.leon.fl.us/public/clerk_services/employment_opportunities/index.asp. Questions may be directed to Human Resources, (850) 606-4010.

DESCRIPTION:

The Disbursement Supervisor administers all operational activities of the Accounts Payable (AP) for the Leon County Clerk of the Circuit Court and Comptroller (Clerk), the Leon County Board of County Commissioners (Board), and other County Constitutional Officers, including ensuring accuracy and timeliness of payments to internal and external vendors, maintaining proper accounting for these payments, and certifying all payments follow the department guidelines. This position is also responsible for the preparation of payroll and disbursements for the Clerk, Board, Supervisor of Elections and selected staff from the Court Administrators Office. This scope covers approximately 1,000 people and about \$20 million annually. The position supervises four subordinate staff and reports to the Assistant Finance Director. Position may be identified as Essential Personnel during emergency and require attendance beyond normal work shift or schedule to meet organizational demands.

DUTIES AND RESPONSIBILITIES:

- Oversee routine division activities, such as disbursing checks, processing Automated Clearing House (ACH) payments and processing payroll, to ensure the Clerk and Board financial obligations are completed accurately and met timely.
- Track all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Review check runs and approve prior to issuance.
- Responsible for all returned check processing and collection.
- Reconcile processed work by verifying entries and comparing system reports to bank balances.
- Supervise and participate in the accurate preparation of payroll related state, federal and management reports. This includes the State of Florida retirement report, the Unemployment Compensation report, 941's, and W-2's.

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DUTIES AND RESPONSIBILITIES CONT'D:

- Reconcile all payroll deduction liability accounts.
- Provide customer service to all vendors.
- Work with external vendors to resolve invoice or payment issues and with county agencies to resolve travel or purchasing card payment issues.
- Prepare various year end schedules and provide information for annual audit.
- Review and monitor accounts payable processes for compliance with internal controls. Recommend changes to achieve better controls or improve department efficiencies.
- Automate any manual accounting and financial reporting or analysis with accounting software.
- Maintain and update job procedural manuals.
- Provide leadership and support for new initiatives relating to the AP function.
- Direct and supervise work of employees within the division.

KNOWLEDGE, SKILL, AND ABILITIES:

- Extensive knowledge about accounting and management principles and Accounts Payable procedures.
- Demonstrated knowledge of payroll administration.
- Demonstrated ability to analyze and correct financial and accounting errors.
- Ability to solve practical problems and deal with a variety of variables.
- Thorough knowledge of the Florida Retirement System and unemployment compensation.
- Possess thorough knowledge of federal and state payroll compensation laws.
- Knowledge of Positive Pay, Debit Block and other banking services designed to safeguard disbursements.
- Ability to supervise employees in accordance with the organization's policies and procedures.
- Ability to work in a fast-paced, automated environment with many interruptions.
- Ability to train others on policies and procedures.
- Commitment to ethical behavior with a willingness to adhere to all company policies and current financial requirements and laws.
- Use of computer software programs and/or other applications.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from accredited college or university in Accounting, Finance or a related field and one year of accounting, finance, payroll and/or disbursements experience. Associates degree in Accounting, Finance or a related field and three years of Accounting, Finance, Payroll and/or Disbursements experience.
- Five years relate experience in high volume accounts payable office, including two-years of supervisory experience.
- Working knowledge of Generally Accepted Account Principles (GAAP).

- Advanced computer skills and proficiency in MS Office Suite, accounting databases and software.
- The ability to handle a variety of issues and problems; ability to communicate well with others in a courteous and professional manner; and, the ability to provide high quality customer service to all internal and external customers.

PREFERRED EXPERIENCE:

- Proven experience in preparing and managing government compliance reports and adhering to deadlines.
- Experience working with Banner financial software.
- Governmental payroll experience.
- Knowledge of the Florida Retirement System (FRS) a plus.
- Travel management and general ledger in a fund accounting environment.

CONDITIONS OF JOB OFFER AND EMPLOYMENT:

- Possess and maintain a valid Driver's License.
- Complete Background Check of Florida Crime Information Center (FCIC)/ National Crime Information Center (NCIC).
- Past Employment Verification.
- Education Verification.
- Pre-employment drug test at County designated test location.
- E-Verify Eligibility to Work in United States.
- 90-Day Introductory Period.

COMPENSATION AND BENEFITS:

This position receives base salary plus benefits for an exempt position. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow and perform any other job-related instructions requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. All employees may be given duties not specifically listed in this document. Regular attendance is a requirement of the position.