

Assistant Finance Director

Salary

\$68,813.32 - \$113,541.98 Annually

Job Type

Full-Time

Division

Finance

Job Number

022001

DESCRIPTION

This position is a senior management level position supervising all day-to-day functions of the Clerk's Finance Department. The incumbent in this position performs a variety of complex duties. General duties include organizing and directing the activities of the Clerk's Finance Department, supervise the day-to-day operations of front-line managers in administration, general accounting, payroll, accounts receivable, accounts payable, treasury management and other financial areas. Directly supervise Tax Deed, Board Secretary and Process Improvement functions and other areas as assigned. Plans and conducts training and ensures coordination and communication of activities. Assists internal and external customers with inquiries and resolves problems. Advises senior management and provides support to the Finance Director. Coordinates the preparation of reports and the annual external audit. Oversees special projects, coordinates information technology projects, and directs process improvement. Work is typically performed under the general supervision of the Finance Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

Representative duties and tasks expected of an employee in this position are listed below. This list does not include marginal tasks that are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed.

- Coordinate daily activities and direct crisis intervention and problem resolution.
- Conduct meetings and coordinate activities within the department and across departmental lines.
- Plan, develop and conduct effective training for all department staff and customers.
- Oversee the development of departmental and divisional goals, monitor progress, report status and ensure timely completion of goals.
- Coordinate information sharing within the Finance Department and with the Clerk's Office and Leon County.
- Ensures the regular review of policies and procedures and implementation of process improvement activities.

- Respond to information requests from agencies, management and the public.
- Oversee the supervision, recruitment, selection, training and evaluation of Finance employees.
- Oversee the general office operations including records retention and all aspects of customer service.
- Oversee the functions supervised by the Treasury Manager, including depository, cash, management, and investments.
- Oversee the functions supervised by the General Accounting Manager, including all accounting functions, account analysis and balance, the entry and maintenance of journal entries, logs and subsidiary records, preparation of the annual County CAFR, grants and fixed assets.
- Oversee the functions supervised by the Disbursements Manager, including payroll and accounts payable.
- Coordinate the activities and support of the external auditors.
- Direct and review the preparation of reports and statements involving the County and the Clerk's financial affairs, including the annual financial report required by the Florida Comptroller's Office.
- Prepare portions of the Comprehensive Annual Financial Statement and supervise the preparation of the entire document.
- Supervise the Tax Deed program, including the receipt and processing of tax certificates and payments, redemption process, conduct tax deed sales, and distribution of proceeds.
- Coordinate information technology projects within the Finance Department.
- Provide friendly and knowledgeable customer service in person, by phone, email and through written correspondence.
- Coordinate with various departments to ensure compliance with GASB statements.
- Oversee all finance aspects of the Clerk of the Circuit Court accounting and reporting functions.
- Provide backup support to subordinate positions, other similar positions and the Finance Director.
- Maintain complete and accurate financial records. Retain records as required by law and policy.
- Perform other related duties as appropriate or assigned by management.

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Business Administration or a related field. A minimum of seven (7) years of progressively responsible professional accounting and administrative experience in local government finance, four (4) years of which must have been in a supervisory capacity.

PREFERRED EDUCATION:

A Master's degree in Accounting, Finance, Business Administration or a related field is preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Active Certified Public Accountant (CPA) is required. Valid Florida Driver's License is required. Certified Government Finance Officer (CGFO) is desired.

KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE:

- Know and apply applicable laws, regulations, policies, work procedures and instructions.
- Know and apply principles and practices of bookkeeping to accounting transactions.
- Knowledge of the structure and content of the English language including the meaning and spelling of words to prepare business correspondence, effectively using English, proper spelling, grammar and punctuation.
- Knowledge of a wide range of administrative and clerical procedures such as word processing, managing files and records, transcription, designing forms and templates, other office procedures, office equipment and terminology.
- Knowledge of electronic equipment, computer hardware and software, including office automation and process applications.
- Knowledge of the principles of providing excellent customer service to internal and external customers.

SKILLS:

- Must be able to operate general office equipment, which includes but is not limited to proficiency in a Microsoft Windows environment and Microsoft Office Suite of applications.
- Must work well in a team environment.
- Must be able to invent or help invent ways of approaching problems and developing innovative solutions.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems and know when to seek assistance.
- Must be able to think about the big picture by connecting events and trends, see where actions are leading, anticipate outcomes and realize the impact of decisions.
- Must be able to skillfully adjust actions in relationship to the actions of others.
- Skillfully and effectively manage one's own time and the time of others.
- Must be able to communicate information and ideas orally and in writing, so that customers, teammates and managers will understand.
- Must be skilled in gathering and analyzing complex data.
- Must be skilled in problem solving and decision making.
- Must be skilled in developing policies and procedures.
- Must be skilled at utilizing financial computer software programs.

ABILITIES:

- Must be able to arrange things, actions or concepts in a certain order or pattern according to a specific rule or set of rules.
- Must be able to apply general rules to specific problems to produce logical answers.
- Must be able to combine pieces of information to form general rules or conclusions.
- Must be able to engage others and involve oneself in developing problem-solving solutions.

CONDITIONS OF JOB OFFER AND EMPLOYMENT

- Possess and maintain a valid Driver's License.
- Complete and pass a Background Check of the Florida Crime Information Center (FCIC)/ National Crime Information Center (NCIC).
- Past Employment Verification.
- Education Verification.
- Pre-employment drug test at a County designated test location.
- E-Verify Eligibility to Work in the 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 incumbent in this position. The incumbent will be required to follow and perform any other job-related instructions requested by any person authorized to provide 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 incumbent 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 the document. Regular attendance is a requirement of this position.

To apply, click here:

<https://www.governmentjobs.com/careers/leoncountyclerk/jobs/2512640/assistant-finance-director?pagetype=jobOpportunitiesJobs>