



Manager, Clerk's Accounting

Category: Exempt
Pay Grade: 150
Job Code: 18930

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly responsible professional accounting and financial work managing the operation of the Clerk of the Circuit Court and Comptroller's (Clerk) fiduciary accounting office. Work involves planning, assigning and reviewing the activity of subordinate supervisory and clerical employees in performing accounting duties and responsibilities. Work includes revenue forecasting, budget development and monitoring and maintenance of fee schedules in accordance with laws and regulations. The employee regularly exercises independent judgment in a variety of work situations including managing accounting and technical activities and related projects. The incumbent reports to the Chief Deputy Director and the Director of the Finance Division.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Establishes and maintains financial policy, systems, procedures, and records for fiduciary operations in the Clerk's office and coordinates these activities with other county offices to ensure proper internal controls;
- Disbursements of funds held in trust by the Clerk's office in accordance with judicial decrees, state, federal and local laws and agreements;
- Manages departmental staffing levels, staff development, work planned and performance reviews;
- Resolves problems arising from non-compliance of laws, rules, regulations, and generally accepted accounting principles;
- Prepares or participates in the preparation of various monthly, annual and other periodic reports and financial statements in compliance with all applicable laws and regulations;
- Maintains records of correspondence, financial activities and related departmental functions;
- Coordinates banking activities and investment programs;
- Prepares and monitors budget and manages activities related to preparation of budget;
- Recommends changes in computer programs as needed in maintaining financial records;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in accounting or finance and five (5) years' experience in professional accounting or finance in a complex integrated financial system including two (2) years as a manager or supervisor; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of generally accepted accounting principles and practices, and government accounting and auditing and financial reporting as applied to a large and complex governmental financial management system;
- Knowledge of Florida Statutes, ordinances and laws relating to Clerk's fiduciary responsibilities;
- Knowledge of data processing practices, procedures and equipment;
- Knowledge of and ability to use modern office practices, procedures and software;
- Ability to plan, organize, supervise and train staff at all levels of the organization;
- Ability to maintain effective departmental, inter-departmental, and public working relationships;
- Ability to develop and prepare financial reports and analyses;
- Ability to communicate effectively, orally and in writing.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Visual acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.