



Doug Chorvat, Jr.

Clerk of Circuit Court & Comptroller - Hernando County
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

Job Number: 2020-12
Posting Date: 12/26/20
Closing Date: 1/24/21

JOB DESCRIPTION

JOB TITLE:	ACCOUNTING AND FINANCIAL MANAGER	PAY GRADE:	180
DEPARTMENT:	FINANCIAL SERVICES	SALARY RANGE:	\$60,000 - \$84,000
SUPERVISOR:	ASSISTANT DIRECTOR OF FINANCIAL SERVICES	REVISED:	DECEMBER 2020
		EXEMPT	

JOB SUMMARY:

Responsible for supervising Accounts Payable and Payroll Divisions of Department of Financial Services by working with the respective coordinators in those divisions, manage day-to-day unusual situations and work with departments of the Hernando County Board of County Commissioners (Board) to ensure transactions are properly audited and recorded.

ESSENTIAL JOB DUTIES:

1. Supervise the training of personnel, authorized leave, work assignments and employment performance evaluations within the Accounts Payable and Payroll divisions to ensure effective productivity.
2. Recommend and implement procedures to improve the efficiency and productivity of the division.
3. Advise employees concerning work and personnel problems, with the goal of achieving the highest morale within the division.
4. Develop, implement, update and distribute policy and procedure manuals on a timely basis.
5. Coordinate procedures between outside agencies and inter-office divisions/departments, including developing positive working relationships with Board employees.
6. Handle complaints, problems or difficult situations with the public and/or Board departments in a professional manner.
7. Interpret and implement laws, rules and regulations to ensure compliance on a timely basis regarding functions of the divisions.
8. Supervise the pre-audit function of processing invoices for payment to ensure compliance with statutes, laws, ordinances, contractual obligations and Purchasing policies of the Board.
9. Supervise the auditing of timecards and payroll process of Board to ensure compliance with statutes, laws, union contracts, employment agreements and Human Resource policies of the Board.
10. Develop and maintain proficiency in the financial software system for the purpose of user training, research, analysis, and performance of system administration functions.

11. Assist with compilation of data and preparation of schedules for the annual audit. Assist in the preparation of the comprehensive annual financial report, as well as other related annual reports as needed.
12. Prepare and review accounting entries.
13. Provide assistance to Department Director and Assistant Director for projects as needed.
14. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

Graduation from an accredited college with a bachelor's degree in Accounting.

Experience:

Five years of recent and relevant professional accounting experience, preferably in a government agency, including two years supervisory experience. Experience in the preparation of financial statements and/or financial audit schedules, including complex account reconciliations. Experience with external financial statement auditors is preferred.

An equivalent combination of education, experience and training may be substituted at the Clerk's discretion.

Licenses/Certificates:

Certified Public Accountant (CPA) required.

EQUIPMENT USED:

Personal computer, calculator, copier, scanner.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Working knowledge of Generally Accepted Accounting Principles (GAAP) accounting practices and methods of accounting.
- Ability to analyze and interpret fiscal records and prepare accurate and complete financial statements, summaries and reports.
- Ability to interpret, comprehend, and implement policies and procedures.
- Intermediate knowledge of Excel, Word, Outlook and other basic Windows applications.
- Ability to plan, organize and supervise the work of others.
- Ability to communicate orally and in writing.
- Skill in interacting with the public, co-workers, intra-county office personnel and outside professionals in a professional manner.
- Ability to perform duties with minimum supervision.
- Skill in using a calculator.

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer.

Frequent:

Ability to access file cabinets for filing and retrieval of data. Ability to communicate orally in order to answer the telephone.

WORKING CONDITIONS:

Constant:

Office environment.

Frequent:

Flexible hours as required.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

The Clerk of Circuit Court is an Equal Opportunity Employer.

****Employment preference is given to applicants who do not use a tobacco product(s)****

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting About Us, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call 352-540-6208, Mon – Fri, 8:00 a.m. – 5:00 p.m.

If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at www.typingtest.com, print the results and attach to your on-line application.