



Don Barbee, Jr.

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

Job Number 2016-02

Posted: 4/9/16

Closes: 5/1/16

JOB DESCRIPTION

JOB TITLE:	ACCOUNTING DIVISION SUPERVISOR	PAY GRADE:	170
DEPARTMENT:	FINANCIAL SERVICES	SALARY RANGE:	\$51,000.00 - \$71,400.00
SUPERVISOR:	ASST. FINANCIAL SERVICES DIRECTOR	REVISED:	April 2016
		EXEMPT	

JOB SUMMARY:

Responsible for planning, directing and supervising the coordination of all division activities. Represent the Clerk's Office in a professional manner when communicating with customers, business associates and fellow employees. Perform various accounting and auditing functions of the Department of Financial Services and assist in the annual audit.

ESSENTIAL JOB DUTIES:

1. Supervise the training of personnel, authorized leave, work assignments and employment performance evaluations within the division to ensure effective productivity.
2. Recommend and implement procedures to improve the efficiency and productivity of the division. Recommend and implement internal controls necessary to maintain security of cash held and received, and to ensure the integrity of financial operations within the office, including drop safe, all secured cash areas and related items.
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. Handle complaints, problems or difficult situations with the public in a professional manner.
6. Coordinate procedures between outside agencies and inter-office divisions/departments.
7. Interpret and implement laws, rules and regulations to ensure compliance on a timely basis regarding functions of the division. Implement Board of County Commissioners' actions regarding ordinances, resolutions, policies, etc., as they relate to the financial aspect of County operations and/or the functions of the Department of Financial Services.
8. Compile accurate and timely statistics, reports and other data as needed.
9. Provide assistance for the department in the coordination of special projects.
10. Perform payroll administration functions.

11. Coordinate with the Records Management Department in the proper identification and preparation of records within the division to be microfilmed, destroyed and/or transferred to the Records Storage Facility.
12. Compile data, complete schedules for the annual audit, and assist in the preparation of the annual financial report, as well as other related annual reports.
13. Coordinate and maintain efficient customer service operations and handle non-routine operational needs of the Department of Financial Services.
14. Develop and maintain proficiency in the financial system for the purpose of user training, research, analysis, and performance of system administration functions.
15. Coordinate emergency procedures for maintaining financial operations in the event of a disaster, including an active role in the Emergency Operations Center administration.
16. Account for banking charges, credit card receivables, approve wires and act as back-up when Banking Administrator is out, and as needed.
17. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

Graduation from an accredited college with a four-year degree in Accounting or related business degree.

Experience:

Five years' accounting experience, including two years' supervisory experience.

Licenses/Certificates:

NA

EQUIPMENT USED:

Personal computer/terminal, calculator, copier, facsimile.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Skill in using calculator.
- Must type 35 wpm.
- Ability to communicate orally and in writing.
- Ability to perform duties with minimum supervision.
- Ability to plan, organize and supervise the implementation of accounting systems and procedures.

- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Ability to make sound independent judgments.

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 and travel 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 Administrative Services, 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.