



Doug Chorvat, Jr.

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

Job Number: 2023-10

Posting Date: 7/17/23

Closing Date: open until filled

JOB POSTING

Assistant Finance Director Financial Services

Salary Range: \$86,798 - \$117,582 annually
(Starting salary depends on qualifications)

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) 540-6233 or email hr@hernandoclerk.org Monday – Friday, from 8:00 a.m. – 5:00 p.m.

Note: If minimum typing speed is required under the “Essential Skills and Qualifications” section, you must provide this information in order to be considered for the position. You may take a typing test at no cost by going to www.typingtest.com. Please attach the results to your on-line application.

Pursuant to Chapter 295, Florida Statutes, candidates eligible for Veterans’ Preference will receive preference in employment for vacancies and are encouraged to apply. Certain service members may be eligible to receive waivers for postsecondary educational requirements. Candidates claiming Veterans’ Preference must attach supporting documentation with each submission that includes character of service (for example, DD Form 214) along with any other documentation as required by Rule 55A-7, Florida Administrative Code.

The Hernando County Clerk of Circuit Court is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Applicants wishing to request an accommodation should contact the Human Resources Department by email at hr@hernandoclerk.org or by phone at (352) 540-6233.

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

JOB SUMMARY:

Responsible for professional financial administration, accounting, reporting and managerial work associated with carrying out the Clerk’s role as Chief Financial Officer to the County. Supervises and directs core accounting and reporting staff, while supporting all accounts payable, payroll, accounts receivable, investments, purchasing, fixed assets, grants accounting compliance and inventory activities of the Finance Department. Performs the duties of Director of Financial Services in his/her absence. Represent the Clerk’s Office in a professional manner when communicating with customers, business associates and fellow employees.

ESSENTIAL JOB DUTIES:

1. Manage the annual external audit, including coordination of the auditors from fieldwork to Annual Comprehensive Financial Report (ACFR) completion.
2. Prepare and review audit schedules including account reconciliations, journal entries throughout the fiscal year. Complete accounting entries necessary to complete fund and government-wide financial statements at fiscal year-end. Manage preparation and review of ACFR and State Annual Financial Report (AFR).
3. Oversee and review the work of Financial Accounting and other assigned staff, including training, managing work, and completing employment performance evaluations.
4. Recommend and implement procedures to improve the efficiency and productivity of the division.
5. Advise employees concerning work and personnel problems, with the goal of achieving the highest morale within the division.
6. Handle complaints, problems, or difficult situations with the public in a professional manner.
7. Coordinate procedures between outside agencies and inter-office divisions/departments.
8. Interpret and implement laws, rules, and regulations to ensure compliance on a timely basis regarding functions of the division.
9. Coordinate emergency procedures for maintaining financial operations in the event of a disaster, including an active role in the Emergency Operations and Communications Center administration.
10. Develop, implement, update, and distribute policy and procedure manuals on a timely basis.
11. 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.
12. Develop, maintain, and monitor procedures, internal controls and accounting associated with the pre-audit, accounts payable, payroll, purchasing, accounts receivable, investments, fixed assets, grants accounting compliance and inventory functions of the Financial Services Department.
13. Interpret financial data and advise management regarding financial and/or accounting matters, accounting policies and financial condition.
14. Assist and work closely with co-workers and related departments.
15. Review Board agendas, minutes, and contracts for items of responsibility. Determine appropriate accounting and reporting treatment.
16. Assist in the issuance of bonds by the County. Ensure compliance with bond covenants and required disclosures.
17. Coordinate with the Records Storage Division in the proper identification and preparation of records within the division to be microfilmed, destroyed and/or transferred to the Records Storage Facility.
18. Assist the Director of Financial Services with special projects.
19. Perform the duties of Director of Financial Services in his/her absence.

20. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

Graduation from an accredited university or college with a four-year degree in Accounting or related field. Master's degree preferred.

Experience:

Seven years' progressive experience in finance and accounting, including four or more years of experience in management/supervisory capacity. Governmental experience preferred.

Licenses/Certificates:

Certified Public Accountant (CPA) preferred.

EQUIPMENT USED:

Personal computer, calculator, copier/scanner/fax.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to make sound independent judgments.
- Ability to plan, organize and supervise the work of others.
- Ability to communicate orally and in writing.
- Ability to develop and maintain good working relationships with fellow employees and other agencies.
- Knowledge of generally accepted accounting principles (GAAP) and Government Accounting Standards Board (GASB) pronouncements.
- Budget preparation.
- Ability to plan, organize and supervise the implementation of accounting systems and procedures.
- Ability to make effective presentations.
- Knowledge of the principles and practices of public administration.

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 to answer the telephone.

WORKING CONDITIONS:

Constant:

Office environment.

Frequent:

Travel and field work.

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