



Doug Chorvat, Jr.

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

Job Number: 2021-15
Posting Date: 9/14/21
Closing Date: 10/30/21

EMPLOYMENT OPPORTUNITY

Director of Financial Services
Financial Services Department
Salary Range: \$92,650 - \$130,080

The Hernando County Clerk of Circuit Court is seeking a Director of Financial Services. The role serves as Chief Financial Officer for all functions of the Board of County Commissioners and Clerk of Circuit Court and Comptroller, and represents the Clerk's Office in a professional manner when communicating with customers, public groups/agencies, business associates and fellow employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the pre-audit, processing and reporting of all financial transactions for the Board and the Clerk.
- Plan, direct, assign staff and review the functions of the Financial Services Department and supervisors. Develop and implement departmental budgets, goals, and objectives, and identify and implement procedures to improve the efficiency of the department. Plan for the development and growth of the office, its processes, personnel and technology. Ensure the accurate interpretation, implementation, and compliance of laws, rules and regulations on a timely basis regarding functions of the department.
- Interpret financial data and advise County administration of financial subject matters, accounting policies and the financial condition of the county. Oversee the reporting of financial information to the Board, including quarterly and annual reports.
- Work closely with the County Administrator, Internal Auditor, Office of Management and Budget and Department Managers to carry out the duties of the Financial Services Department, and coordinate and implement Board financial policies and procedures.
- Manage the fiscal year-end process which includes planning, oversight of preparation of schedules, coordination of auditor field work, preparation and distribution of published financial statements and related schedules, ensuring all reporting requirements are met, with the goal of attaining the annual Government Finance Officers Association award.
- Advise and coordinate the planning, process and issuance of debt for the County. Work closely with and facilitate the County's financial advisor, underwriter, various counsel, rating agencies, issuing department, County Administration and Board of County Commissioners.
- Manage the financial accounting software system for the Finance Department and associated interfacing departments, including the availability of electronic information to user departments.
- Coordinate and develop documentation and Requests for Proposals working with the County Purchasing and Contracts Department for the procurement of financially-related services such as independent auditors, arbitrage compliance services, financial advisory services, underwriter services, bond and disclosure counsel services and banking services.

- Ensure good communication between outside agencies and interoffice departments. Make professional presentations to the Board of County Commissioners, other County agencies and the public.

REQUIRED QUALIFICATIONS:

Education and Experience:

Graduation from an accredited university or college with a four-year degree in Accounting or Business Administration. Master's degree preferred. Ten years' progressive experience in management of finance and accounting, including five or more years' experience in governmental capacity.

Licenses/Certificates:

Certified Public Accountant (CPA).

Essential Skills and Knowledge:

- Ability to make sound independent judgments.
- Ability to plan, organize and supervise the work of others.
- Knowledge of the principles and practices of public administration.
- Knowledge of generally accepted accounting principles (GAAP) and Government Accounting Standards Board (GASB) pronouncements.
- Thorough knowledge of the principles, practices and legal regulations of governmental finance, budgeting, accounting, debt management, investing, internal controls and financial reporting.
- Considerable knowledge of payroll, capital equipment and fixed assets management.
- Ability to plan, organize and supervise the implementation of accounting systems and procedures.
- Skill in assembling and analyzing financial data, and in preparing comprehensive and accurate reports.
- Ability to communicate orally and in writing.
- Ability to develop and maintain good working relationships with fellow employees and other agencies.
- Ability to make effective presentations.

WHAT WE OFFER:

- Competitive pay
- A generous benefits package that includes health insurance, a retirement plan, 12 paid holidays annually, and paid time off
- Comfortable office working environment
- Opportunities for professional development and for participation in professional organizations

TO APPLY:

To apply, send your resume with a cover letter to hr@hernandoclerk.org.

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