

Brandon J. Patty

Clerk of the Circuit Court and
Comptroller



Mark P. Miner

Chief Deputy Clerk

**Clerk of the Circuit Court
and County Comptroller
St. Johns County, Florida**

November 04, 2021

JOB OPENING

Finance Director, COC

Salary: \$60,000 - \$90,000

JOB SUMMARY

This position is responsible for managing and directing financial operations and reporting functions of the Clerk of Courts Office.

MAJOR DUTIES

- Plans, organizes, coordinates and directs the work of the department.
- Provides accurate and timely statistics, reports and other data as needed.
- Provides assistance to the Clerk in the development of the Clerk & Comptroller budget including departmental budgets, goals, and objectives.
- Directs the annual external audit in conjunction with external auditors and prepares and publishes the annual financial report, as well as other related annual reports.
- Assists in the preparation of the county's Comprehensive Annual Financial Report (CAFR), which includes working with various county agencies to assemble and process the necessary data in accordance with Generally Accepted Government Auditing Standards (GAAP).
- Develops internal controls for vulnerable areas of operation within the Clerk & Comptroller's office.
- Coordinates, directs, prepares and reviews financial transactions of the Clerk's Office, including accounts payable, accounts receivable, banking, cashiering, payroll and internal and external reporting.
- Interprets financial and non-financial statistical data.
- Administers audits by state agencies; administers the annual external financial statement audit in accordance with Generally Accepted Government Auditing Standards (GAAP).
- Trains, assigns, schedules, directs, supervises, evaluates and disciplines personnel.
- Designs and implements financial procedures and financial controls for all courthouse departments; maintains policies and procedures and oversees compliance.
- Interprets and ensures compliance with county ordinances and state and federal laws.
- Ensures good communication between internal and external customers; handles difficult situations in a professional manner.
- Performs other duties as assigned including problem solving and continuous process improvement.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of payroll rules, regulations, policies and procedure
- Knowledge of state reporting requirements.
- Knowledge of governmental auditing principles.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of supervisory principles and practices.
- Knowledge of Florida statutes and Florida administrative code.
- Knowledge of budgeting principles.
- Knowledge of computers and job-related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief Financial Clerk assigns work in terms of department goals and objectives. The Director reviews work through conferences, reports and observation of department activities.

GUIDELINES

Guidelines include internal policies, county ordinances, state regulations, state statutes, and federal laws. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and accounting duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to manage Clerk Office financial and reporting functions. Success in this position contributes to the accuracy, efficiency and effectiveness of those functions.

CONTACTS

- Contacts are typically with co-workers, other county employees, and representatives of the state government, accountants, auditors and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Payment Plan Coordinator (1), Accounts Payable Technician (1), Budget Clerk (1) and Banking/Collections Technician (1).

MINIMUM QUALIFICATIONS

- Completion of a baccalaureate degree in a course of study related to the occupational field.

- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Government accounting certification is preferred (CPFO, CGFO), however experience in lieu of the certification is acceptable.

PREFERRED QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a master's degree.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require five-to-ten years of related experience.
- Familiarity with statements of the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).

APPLICATION INSTRUCTIONS:

Original position opening is posted on stjohsclerk.com. Anyone interested in applying for this position, must complete a COC Internal Job Application (in-house applicants only) or a St. Johns County, COC Employment Application (outside applicants). Forms can also be obtained from the Human Resource's office or online. Drug Free Workplace and Equal Opportunity Employer.

CLOSING DATE & TIME:

This position is open until filled.

This job posting is not intended as and does not create an employment contract. The Clerk of Courts maintains its status as an "at-will" employer. Employees can be terminated with or without notice or cause at any time and for any reason not prohibited by law.