

CLERK OF COURTS & COMPTROLLER
Brevard County, Florida

Financial Accounting Supervisor

Title: Financial Accounting Supervisor

Brevard Clerk of Court

Department: County Finance

Salary Range: \$65,000.00 - \$82,750 depending on education and experience

FLSA Classification: Exempt/Full-time

Full-time Clerk of Court employees are eligible for:

Health insurance

Life insurance

FRS Retirement

18 sick/vacation days per year

11 paid holidays per year

SUMMARY DESCRIPTION

This is responsible financial and supervisory work of considerable difficulty assisting the Finance Director by planning and directing the activities of professional and clerical staff in the County Finance Department. Performs complex professional accounting duties, including general ledger, financial reporting and treasury management functions.

EXAMPLES OF WORK PERFORMED:

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Plans, directs and supervises the work of professional and clerical accounting staff assuring work is performed in accordance with generally accepted accounting principles, departmental guidelines and applicable regulatory requirements.

Represents the Finance Department in the Finance Director's absence.

Responsible for debt management, including coordinating with County staff and financial advisors on debt issuance, coordinating debt payments, compliance with bond covenants and required regulatory reporting.

Responsible for treasury management functions, including serving as primary liaison with County's bank.

Develops and updates cash management policies and procedures

Manages the County's short term investment portfolio and is the liaison for long term investments managed by the County's contracted investment management firm

Administers the County's purchasing card program

KNOWLEDGE, SKILLS AND ABILITIES:

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

Knowledge of governmental accounting principles, practices and procedures.

Knowledge of the methods of data collection.

Knowledge of financial planning principles.

Knowledge of the principles and practices of supervision and management.

Knowledge of Treasury functions, which includes investing, debt management, purchase card and banking.

Ability to manage, plan, organize, coordinate and evaluate an accounting program.

Ability to supervise people.

Ability to determine work priorities, assign work and insure proper completion of work assignments.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to solve problems and make decisions.

Ability to formulate policies and procedures.

Ability to prepare and administer budgets.

Ability to prepare financial statements and reports.

Ability to design and implement accounting systems.

Ability to prepare and maintain a variety of accounting records.

Ability to analyze and interpret accounting data.

Ability to understand and apply applicable rules, regulations, policies and procedures relating to an accounting program.

Ability to work independently.

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited college or university in Accounting or a closely related field and five years of relevant government accounting experience, two years of which must have been in a supervisory capacity.

APPLICATION PROCESS:

Interested candidates should submit an employment application and resume via email to Human Resources at ApplicationsHR@brevardclerk.us or you may mail it to Human Resources, P. O. Box 999, Titusville, Florida, 32781-0999.

Employment applications may be printed and submitted from our website at www.brevardclerk.us.

Brevard Clerk of Court is an Equal Opportunity Employer and a Drug Free Workplace.