

POSITION DESCRIPTION

Title: Clerk/Treasurer

Department: Finance & Accounting

Job Analysis: January, 1986, Revised 3/97, 5/06, 11/10/2010, 1/15/2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Commissioners

Subordinate Staff: Accounts Payable and Staff Accountants

Internal Contacts: County Employees, County Administrator, County Commission and other Elected Officials

External Contacts: Local, State and Federal agencies

Status: Appointed Contract/Exempt (AE)

Job Summary

This employee has direct responsibility for all fiduciary matters of the County relating to all funds administered by the Baldwin County Commission. Directs Accounting employees. Responsible for all audits and inventory. Oversees and directs preparation of background to secure grants and other funds. Administers other programs - Health Care/Hospital as assigned. Provide financial basis and structure to participate in the County budget process as per Alabama Code/Recommended Accounting Procedures. The Clerk/Treasurer coordinates with the County Commission, the County Administrator and the Department Heads.

Job Domains

- A. Accounting and Financial
1. Oversees and directs all accounting and financial procedures within the department as per Code of Alabama/Standards of Alabama.
 2. Prepares monthly, semi-annual and annual reports for the Commission and other Departments.

3. Monitors daily cash reports and makes recommendations to ensure proper cash flow for the County.
4. Monitors all grants and special appropriations.
5. Contact person for all audits.
6. Makes recommendations and monitors investments.
7. Prepare semi-annual and annual financial statements as per Code of Alabama.
8. Assure all invoices are handled in prescribed and legal manner.
9. Periodically report the status of County finances as scheduled by County Commission.
10. Directs all expenditures and/or investments of County funds to ensure best return at all times.

B. Reports

1. Responsible for all State and Federal reports.
2. Responsible for Coastal Area reports.
3. Responsible for CDBG, RS9, and F28 reports.
4. Prepares reports for the County Commission.

C. Miscellaneous

1. Approves reports and/or processes claims for indigent care program.
2. Approves reports for the pauper program.
3. Prepares and implements all special projects as assigned by the County Commission.
4. Maintain all correspondence and records related to accounting in an orderly and accessible manner.
5. Maintain records and file claims for insurance of auto, property and general liability.

Knowledge, Skills, and Abilities

1. Skills to communicate effectively with the office staff, general public and elected officials.
2. Skills to perform accounting and bookkeeping operations, conduct audits and prepare budgets.
3. Skills to prepare reports, complete forms, compose letters and accurately post journals and ledgers.
4. Skills to understand written instructions, manuals and correspondence.
5. Ability to assign tasks and supervise employees.
6. Ability to operate office machines such as calculator, computer terminal and copy machines.
7. Thorough knowledge of basic bookkeeping and accounting principles and procedures as recommended by State/County/Federal.
8. Knowledge of general office procedures.

Other Characteristics

1. Bachelors degree in Accounting, Business Administration or related fields; accounting and bookkeeping experience; or a combination of experience and training.
2. Willing to travel to attend workshops and seminars.
3. Willing to work non-standard hours to meet deadlines.
4. Minimum of 2 years in governmental accounting is desirable.