

## **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: Senior Accountants, Chief Compliance Officer, Accounts Payable Staff, Payroll Technician, Staff Accountant, Junior Staff Accountant, Sales Tax Coordinator and Sales, Use and License Tax Staff

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 Finance and Accounting and Sales, Use and License Tax employees. Responsible for all audits and inventory. Oversees and directs preparation of background to secure grants and other funds. Administers other programs 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, payroll and financial procedures for the County to ensure best practices and compliance with applicable rules, regulations, laws, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and County policies.

2. Directs, oversees and provides technical support for the Sales and Use Business License functions of the County including the collection and administration of Sales and Use Tax, Rental and Lease Tax, Video Tax, Motor Fuel Tax and Cigarette Tax.
3. Prepares monthly, semi-annual and annual reports for the Commission and other Departments.
4. Monitors daily cash reports and makes recommendations to ensure proper cash flow for the County.
5. Monitors all grants and special appropriations.
6. Contact person for all audits.
7. Makes recommendations and monitors investments.
8. Directs the preparation of financial statement and audit reports.
9. Assure all invoices are handled in prescribed and legal manner.
10. Periodically report the status of County finances as scheduled by County Commission.
11. Directs all expenditures and/or investments of County funds to ensure best return at all times.
12. Manage and coordinates the operation of debt management and bond sales.

**B. Reports**

1. Responsible for all State and Federal reports.
2. Responsible for grant reports.
3. Responsible for monthly sales tax collections reports.
4. Prepares reports for the County Commission.

**C. Miscellaneous**

1. Approves reports and/or processes claims for indigent care program.
2. . Sign vehicle and equipment titles when sold.
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.

### **Minimum Qualifications**

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 two (2) years in governmental accounting is desirable.