

## **POSITION DESCRIPTION**

Title: Clerk/Treasurer

Department: Finance & Accounting

Job Analysis: 01/1986, Revised 3/1997, 5/2006, 11/2010, 01/2019, 06/2019

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

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

External Contacts: Local, State and Federal agencies

Status: Appointed Contract/Exempt (A/E)

### **Job Summary**

This employee has direct responsibility for all fiduciary matters of the County relating to all funds administered by the Baldwin County Commission. The Clerk/Treasurer position directs the Finance and Accounting Department, provides financial basis and structure to participate in the County budget process, per Alabama Code for Recommended Accounting Procedures, and is responsible for annual audit conducted by the State Examiners. The Clerk/Treasurer also coordinates with the County Commission, the County Administrator, and the Department Heads. Administers other programs as assigned.

### **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. Supervision of principles and practices of employees, including selection, work planning, organization, performance review and evaluation, employee training, and discipline.
3. Conducts the necessary research and provides support materials to aid the County Commission in making financial decisions.
4. Prepares monthly, semi-annual and annual reports for the Commission and other Departments.
5. Monitors daily cash reports and makes recommendations to ensure proper cash flow for the County.
6. Contact person for all State Examiner audits and assists the State Examiners during annual audit with requested documentation including initial contact and the organizing of the audit exit conference.
7. Monitors investments to ensure compliance with Commission investment policy and strategy and provides current status, activity, and reports to the County Commission as requested.
8. Develop and implement improved internal controls and financial reporting procedures as necessary.
9. Directs the preparation of financial statement and audit reports.
10. Ensure all invoices are handled and paid in prescribed, timely, and legal manner.
11. Monitors accounts receivable for timely collection of monies owed the County.
12. Periodically reports the status of County finances as scheduled by County Commission.
13. Responsible for accounting for all receipts and disbursements regarding County funds.
14. Create, maintain and update County policies and procedures related to Finance and Accounting by the direction of the County Commission.
15. Work directly with local, state and federal agencies before, during, and after natural disasters.
16. Manage and coordinates the operation of debt management and bond sales.

**B. Reports**

1. Prepare a variety of reports required by state and federal offices.
2. Responsible for grant reports.
3. Prepares various reports as directed by the County Commission.
4. Generate reports requested by the State Examiners.

**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 for insurance of auto, property and general liability.

**Knowledge, Skills, and Abilities**

1. Knowledge of laws, rules, regulations of county government.

2. Skills to prepare reports, complete forms, compose letters and accurately post journals and ledgers.
3. Skills to communicate effectively with the office staff, public, and elected officials.
4. Knowledge of the Alabama Code, County policies, County contracts, and resolutions.
5. Skills to perform accounting and bookkeeping operations and prepare budgets.
6. Thorough knowledge of basic bookkeeping and accounting principles and procedures as recommended by state/county/federal agencies.
7. Skills in interpersonal relationship building and employee coaching/development skills.
8. Demonstrated ability to lead and develop a department and department staff members.
9. Demonstrated ability to serve as a knowledgeable resource to the organization's management team that provides leadership and direction.
10. Skills to understand written instructions, manuals, and correspondence.
11. Ability to operate office machines such as calculator, computer terminal, software, and copy machines.
12. Knowledge of general office procedures.

### **Other Characteristics**

1. Willing to travel to attend workshops and seminars.
2. Willing to work non-standard hours to meet deadlines.

### **Minimum Qualifications**

1. Bachelor's degree in Accounting, Business Administration or related fields; accounting and bookkeeping experience; or a combination of experience and training.
2. Five (5) years of comprehensive accounting experience.
3. Governmental accounting, preferred, but not required.
4. This position requires a financial credit background check for the ability to acquire a \$100,000 Public Official Bond.