



POSITION DESCRIPTION

Title: Chief Compliance Officer

Department: County Commission/Finance and Accounting

Job Analysis: 01/1986, 03/2011, 08/2013, 10/2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification 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: Clerk/Treasurer

Subordinate Staff: Staff Accountant, Accounts Payable Supervisor, Accounts Payable Assistant Supervisor, Accounts Payable Technicians, Jr. Staff Accountant, Payroll Technician

Internal Contacts: County employees and elected officials

External Contacts: General Public, Business Community, Department of Safety, Insurance Companies, State, Local and County Law Enforcement, State Auditors, Banking Institutions, Vendors Local State Federal agencies.

Status: Classified/Exempt (EC-9)

Job Summary

This position has responsibility for all fiduciary matters of the county relating to all funds administered by the Baldwin County Commission. Interprets and applies Governmental Accounting Standards to ensure compliance with professional accounting standards and applicable Federal and State laws and regulations. Conducts legal research. Directs Accounting employees. Responsible for all audits and inventory. Provide financial basis and structure to participate in the county budget process as per Alabama Code/Recommended Accounting Procedures. Perform internal audits as directed by the Clerk/Treasurer and County Commission.

Job Domains

A. Accounting and Financial

1. Oversees and directs all accounting and financial procedures within the department as per Code of Alabama/Standard of Alabama and professional accounting standards.
2. Prepares requested and annual reports for the Commission and other Departments.

3. Monitors daily cash reports and bank balances and makes recommendations to ensure proper cash flow for the county.
4. Monitors all grants and special appropriations.
5. Prepares the annual financial statements as per Code of Alabama.
6. Prepares the annual financial statements (including footnotes and exhibits) as required by the Governmental Accounting Standards Board.
7. Assure all invoices are handled in prescribed and legal manner.
8. Reviews and approves general ledger processing in Finance and Accounting.
9. Works with CIS for support and upgrade of accounting software.
10. Distributes revenue received to internal and external organizations as required by law or Commission action.
11. General problem solver.
12. Performs legal research - Code of Alabama, Acts of Alabama, Attorney General opinions, and court cases.
13. Responsible for internal and external auditing.
14. Responsible for maintaining the fixed asset records for the County.
15. Acts as primary liaison to the State Examiners in the performance of the annual audit.
16. Maintains all debt service records and schedules.
17. Oversees the annual closing process to ensure all necessary adjustments, accruals, and revisions are timely completed.
18. Assigns proper account codes to revenues and expenditures by fund and line item.
19. Manages and Supervises Accounts Payable Function
20. Manages and Supervises Accounts Receivable Function.
21. Manages and Supervises Payroll Function.
22. Manages and Supervises Insurance.
23. Reviews all Payrolls and Coordinates with Payroll Staff & Accounting staff to ensure that everyone is paid properly.
24. Cross-trains designated back-up to administer and process payroll.
25. Responsible for Commission Contingency distribution(s)
26. Sales/Use Tax distribution.
27. State and Federal Payroll Tax payments/reporting (Monthly/Quarterly).
28. Federal 1099's reporting.
29. General Ledger maintenance, preparing correcting entries.
30. Approves all County travel and/or reimbursement requisitions.
31. State and Municipal reimbursement/contract invoicing.
32. Monthly and Annual Reappraisal Reconciliation.
33. Quarterly and Annual Health Tax Reconciliation and Distribution.
34. Annual Board of Equalization Reconciliation.
35. Distributes various appropriations (budgeted and commission approved).
36. Grant Accounting & Reporting.
37. Assists Clerk Treasurer with all Outside Banking Functions, internet and software interface functions.
38. Serves as Liaison with CIS department for computer upgrades and software installations.
39. Reviews FEMA worksheets.
40. Capital Projects Reconciliations.
41. Reconciles various accounts and funds.

42. Prepares Retired Employee Insurance Monthly Reconciliation.
43. Prepares Election reimbursement to submit to the State of Alabama.
44. Prepares monthly Board of Registrar reimbursement to submit to the State of Alabama.
45. Prepares the SEFA spreadsheet for audit purposes.
46. Monitor/Investigate/Coordinate insurance claims.
47. Any other duties as directed by the Clerk/Treasurer and/or County Commission.

B. Reports

1. Federal and State Payroll tax reporting
2. Federal and State W-2 Reporting
3. Federal 1099's reporting
4. Accounts Receivable Reports
5. Accounts Payable Reports
6. Prepares miscellaneous reports as directed for the Clerk/Treasurer, County Commission and Departments.

C. Miscellaneous

1. Moves cash between the various County fund cash accounts to complete the payment
2. of all County obligations.
3. Prepares and implements all special projects as assigned by the County Commission and Treasurer.
4. Maintain all correspondence and records related to accounting in an orderly and assessable manner.
5. Provide documentation and/or assistance with State Audits.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

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 monitor 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/evaluate employees.
6. Ability to operate office machines: calculator, computer terminal, fax machines and copy machines.
7. Thorough knowledge of basic bookkeeping and accounting principles and procedures.
8. Thorough knowledge of accounting and auditing principles and practices including GAAP.
9. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.

Other Characteristics

1. Willing to work overtime, nonstandard hours, weekends and holidays as required to complete work assignments.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.

Minimum Qualifications

1. Bachelor's degree in Accounting, Finance or related fields.
2. Five (5) years of progressive accounting experience with four (4) years in governmental accounting desirable.
3. Any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
4. Experience or training in computerized accounting systems desired.
5. Possess valid Alabama driver's license,