



POSITION DESCRIPTION

Title: Chief Compliance Officer

Department: Finance & Accounting

Job Analysis: 01/1986, 03/2011, 08/2013, 05/2020, 09/2021

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: Accounting Manager, Staff Accountant, and Jr. Staff Accountant

Internal Contacts: County employees and elected officials

External Contacts: Local, State, and Federal agencies

Salary Grade: Classified/Exempt (S320)

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. Provides financial basis and structure to participate in the County budget process as per Alabama Code/Recommended Accounting Procedures. Performs internal audits as directed by the Clerk/Treasurer and County Commission.

Job Domains

A. Accounting and Financial

1. Oversee and direct all accounting and financial procedures within the department as per Code of Alabama/Standard of Alabama and professional accounting standards.
2. Prepare requested and annual reports for the Commission and other departments.
3. Monitor daily cash reports and bank balances, and make recommendations to ensure proper cash flow for the county.
4. Monitor all grants and special appropriations.

5. Prepare the annual financial statements as per Code of Alabama.
6. Prepare 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. Review and approve general ledger processing in Finance and Accounting.
9. Work with CIS for support and upgrade of accounting software.
10. Distribute revenue received to internal and external organizations as required by law or Commission action.
11. General problem solver.
12. Perform legal research - Code of Alabama, Acts of Alabama, Attorney General opinions, and court cases.
13. Responsible for internal and external auditing.
14. Ensure the reconciliation of all bank statements in a timely manner.
15. Responsible for maintaining the fixed asset records for the County.
16. Act as primary liaison to the State Examiners Office in the performance of the annual audit.
17. Maintain all debt service records and schedules.
18. Complete the MD&A (Management Discussion and Analysis) for publication in the annual Audited Financial Statement.
19. Oversee the annual closing process to ensure all necessary adjustments, accruals, and revisions are timely completed.
20. Any other duties as directed by the Clerk/Treasurer and/or County Commission.

B. Reports

1. Prepare reports for the County Commission and Treasurer.

C. Miscellaneous

1. Move cash between the various County fund cash accounts to complete the payment of all County obligations.
2. Prepare and implement all special projects as assigned by the County Commission and Clerk/Treasurer.
3. Maintain all correspondence and records related to accounting in an orderly and assessable manner.

Knowledge, Skills, and Abilities

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

1. Skills and ability to communicate effectively with the office staff, general public, and elected officials.
2. Skills and knowledge to perform accounting and bookkeeping operations, conduct audits, and prepare budgets.

3. Skills and knowledge to prepare reports, complete forms, compose letters, and accurately post journals and ledgers.
4. Ability to understand written instructions, manuals, and correspondence.
5. Ability to operate office machines such as calculator, computer terminal and copy machines.
6. Thorough knowledge of basic bookkeeping and advanced accounting principles and procedures as recommended and required by State/County/Federal legislation and professional accounting standards.
7. Knowledge of general office procedures.

Other Characteristics

1. Willing to work nonstandard hours as necessary.
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 experience in Governmental Accounting desirable or any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
3. Experience or training in computerized accounting systems desired.
4. Possess valid driver's license.