



CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLASSIFICATION TITLE: CHIEF OPERATING OFFICER- FINANCE

GENERAL DESCRIPTION OF DUTIES

Under executive direction, the purpose of this position is to provide for the planning, development, evaluation, and administration of all finance functions for the Clerk & Comptroller. An employee in this classification is responsible for ensuring proper administration of the Clerk & Comptroller's constitutional and statutory responsibilities. This position is responsible for operational oversight of the Finance Division. Incumbent oversees the development and implementation of internal procedures, controls, and policies for Clerk & Comptroller Finance departments, and ensures compliance with budgetary policy, generally accepted accounting principles, and applicable regulatory standards.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Directs, supervises, assists and supports the finance staff in the performance of functions necessary to conduct accounting, budgeting, pre-audit of payables, information reporting, cash management, reporting, debt management, payroll processing, financial analysis, and record keeping

Develops internal procedures, controls and policy for Clerk & Comptroller Finance department; issues advisory memoranda potentially having significant impact on County policy or procedure

At the direction of the Clerk & Comptroller, serves as a regular or special representative at County Commission meetings and on various County committees or boards as directed

Ensures finance review of pending, current, and past Board of County Commissioners official actions

As directed by Clerk & Comptroller, meets with elected officials, County administration, County department directors, and their staff regarding County Finance and Board issues

Oversees the Revenue and Investment Department, with responsibility for oversight of County revenue and investments to maintain and achieve County fund goals

Serves as a member of the Clerk & Comptroller's Investment Advisory Committee

Ensures County financial compliance with budgetary policy, generally accepted accounting principles, and applicable regulatory standards

CHIEF OPERATING OFFICER- FINANCE

- Establishes finance department goals and objectives; evaluates staffing levels and organizational structure for effective work performance and efficient resource allocation
- Participates in strategic planning and development initiatives with the Clerk & Comptroller and Executive Committee
- Administers daily operations through direction and guidance of managerial, professional, and clerical staff under charge; assigns special research and/or auditing tasks to finance directors, managers and staff
- Directs and assists County or finance staff in development, planning, and review of technical, mechanical and legal aspects of various finance issues, i.e., bonds, capital projects, specialized grants
- Provides advisement to the Clerk & Comptroller and/or Executive Committee concerning major and/or high profile issues involving Clerk & Comptroller responsibilities to the Board of County Commissioners
- Monitors and reviews the Clerk & Comptroller's banking relationships for Board of County Commissioners' public funds accounts; plans and controls the deposit and disbursement of County funds
- Oversees all Finance Division personnel management functions, i.e., selection, training, guidance, performance evaluation, disciplinary action
- Performs review and data analysis in planning and development of Clerk & Comptroller's Office finance functions; applies knowledge of principles of organizational structure, governmental accounting systems, and organizational objectives
- Plans development, implementation, and maintenance of finance projects and programs in a manner to maximize allocated resources
- Prepares, reviews and/or signs correspondence relating to the Clerk & Comptroller's responsibility as the County's chief financial officer
- Provides back-up authorization for wiring/transfer of funds, financial systems security, and financial systems administration
- Maintains current knowledge of trends and developments in finance for application to programs and functions under charge
- Prepares department annual operating, capital and supplemental budgets; monitors departmental budget activity to ensure proper use and allocation of funds; requests budget transfers to cover shortages in budget line items; performs quarterly asset inventory; ensures proper use and custody of Clerk & Comptroller assets
- Maintains established organizational/departmental productivity standards
- Monitors all organizational/department-related performance and productivity standards for compliance
- Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures
- Comes to work and works the regular schedule and shift for the position

