



CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLASSIFICATION TITLE: MANAGER- FINANCE SERVICES

GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of the position is to manage the operations of an assigned functional area within the Finance department. Employees in this classification are responsible for administrative and operational functions for both clerical and fiscal activities, and ensuring adherence to and compliance with established Federal, State, and local regulatory standards governing the assigned department. Such areas include, but are not necessarily limited to, Accounting & Financial Reporting, Budget & Financial Analysis, Clerk's Accounting, Procurement, Finance Business Analysis, Investment, Payables, Payroll, Revenue & Cash Management, and Board Services/Value Adjustment Board. This position evaluates and monitors work flow and productivity to establish and ensure effective operations and efficient resource allocation.

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.

Manages and oversees an assigned Finance department function of the Clerk & Comptroller's office; develops policies and procedures; oversees the activities of supervisory staff under charge; establishes and maintains leadership, training and support for all staff activities

Monitors integrity, accuracy, timeliness and financial compliance with policy, generally accepted governmental accounting principles and applicable regulatory standards for Clerk financial transactions

Establishes department and staff goals and objectives; monitors staffing levels and department structure for effective work performance and efficient resource allocation; manages and supervises the activities of assigned staff, addressing employee concerns and issues, directing work activities, providing counseling, administering discipline, and completing employee performance appraisals

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

Performs personnel management functions, i.e., selection, performance evaluation, disciplinary action, leave of absence approval

Conducts special projects as needed

Maintains established organizational/departmental productivity standards

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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

Complies with all personnel policies and procedures

FUNCTIONS SPECIFIC TO ACCOUNTING & FINANCIAL REPORTING AREA

Employees assigned to the Accounting & Financial Reporting area perform the essential functions as outlined above, as well as:

Ensures timely and accurate recording of all financial transactions of the Board of County Commissioners (BOCC)

Prepares financial statements and special purpose reports for the BOCC; provides technical accounting support to the BOCC and the components of the County's financial reporting entity

Plans, coordinates, and implements the annual closing of the Board's accounting records and the annual countywide audit

Reviews, prepares, and distributes the County's Comprehensive Annual Financial Report (CAFR), Annual Financial Report (AFR), the Annual Financial Audit Report (AFAR) and various special reports as required or requested

Reviews and coordinates the accounting and movement of funds for all BOCC bond issues to ensure compliance with bond indenture resolutions, Treasury Regulations (arbitrage), and to ensure timely and accurate payment of debt service

FUNCTIONS SPECIFIC TO BUDGET & FINANCIAL ANALYSIS AREA

Employees assigned to the Budget & Financial Analysis area perform the essential functions as outlined above, as well as:

Performs and reviews Clerk & Comptroller's office budget analysis, financial and budgetary legislative analysis, economic impact analysis, and financial forecasting; reviews and monitors pending, current, and past Clerk & Comptroller's office financial and budgetary actions

Monitors financial compliance with budgetary policy, generally accepted accounting principles, and applicable regulatory standards; monitors internal procedures, controls and policy; analyzes cash flow

Assists management with formulating, monitoring, and presenting Clerk & Comptroller budgets for controlling funds and implementing desired programs; compiles data based upon statistical studies and analysis of past and current year budgets to justify funds requested

FUNCTIONS SPECIFIC TO CLERK'S ACCOUNTING AREA

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Employees assigned to the Clerk's Accounting area perform the essential functions as outlined above, as well as:

Coordinates with Director- Court Operations and IT Systems Administrator to ensure the proper assessment and distribution of fines, service fees, court cost, etc. in Case Management Systems

Coordinates and ensures distributions required by Florida Statutes are submitted correctly and timely

Plans, coordinates, and implements closing of State and County year-ends

Coordinates the compilation of schedules and reports for auditors to begin audit work; works directly with annual financial auditors and various state agencies to provide information and schedules as requested

Prepares and/or reviews the reporting package for Financial Reporting to be used in preparation of the Comprehensive Annual Financial Report (CAFR) and the Annual Financial Audit Report (AFAR)

Prepares information needed for Health Fund Annual Actuarial Review and the Certification Report as required by Florida Statutes; reviews reports provided by actuary

FUNCTIONS SPECIFIC TO PROCUREMENT AREA

Employees assigned to the Procurement area perform the essential functions as outlined above, as well as:

Manages and participates in negotiations and other meetings with potential and contracted vendors, lawyers, contractors, consultants, and contract specialists

Develops policies and procedures to ensure cost-effective and timely completion of purchase orders, contracts and services agreements

Reviews and approves all Purchase Orders issued within the organization to ensure accuracy and compliance with policies.

Monitors the formal competitive solicitation evaluation and selection process to ensure selection is in accordance with existing policies and procedures

Coordinates the formal competitive bid process for professional service contract Requests for Proposals (RFP's)

Reviews, analyzes and interprets contract terms and conditions and other contract documents; approves all contracts for compliance with organizational policy and governmental standards

Surveys markets to determine best source, new sources and market trends

Responsible for the administration of eProcurement within the FMS PeopleSoft Application; maintains user preferences, security setup, workflow of eProcurement users and re-routing of all management levels

FUNCTIONS SPECIFIC TO PROJECT MANAGEMENT FINANCE AREA

Employees assigned to the Project Management Finance area perform the essential functions as outlined above, as well as:

Reviews application security reports and procedures to ensure quality assurance/control; identifies areas for improvement

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Provides analysis, recommendations, and assistance in implementing hardware and software solutions

Analyzes and researches legal requirements, procedures, systems documentation, software and hardware solutions, and system efficiency and effectiveness to provide recommendations for modifications/improvements

Reviews system analysis reports for system monitoring purposes; performs research and follow-up for any exceptions, errors, or unusual items

FUNCTIONS SPECIFIC TO INVESTMENT AREA

Employees assigned to the Investment area perform the essential functions as outlined above, as well as:

Assists the Clerk & Comptroller in the role of Treasurer and custodian; administers the County's investment program through strategic planning, cash flow forecasting, economic and interest rate monitoring, portfolio and security analysis, and other related factors within established parameters as set by State Statutes, local ordinances and resolutions, bond covenants, and investment policies

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

Serves as Portfolio Manager; implements policy directives and recommendations of the Investment Policy Committee; serves as the lead authorized trader with respect to the County's investment program

Leads and manages information systems and related issues as they pertain to the accurate analysis of the County's investment program, as well as the accounting and reporting of investment activity in the County's general ledger; ensures all funds are credited daily with accurate investment income

Coordinates and monitors safekeeping and collateral requirements related to all investments

Performs trend and in-depth portfolio and security analysis and review of economic market indicators and conditions for the purpose of developing and updating investment strategy; provides regular reports to the Investment Advisory Committee

Develops and reviews investment portfolio holding and performance reports; drafts investment activity summaries, to include strategic updates, portfolio holdings reports, charts and graphs; provides regular reports to the Investment Advisory Committee

Coordinates the County's investment bank custody relationships

Assists in the development of RFP's for banking services, contracts, custodial agreements, master repurchase agreements, State Depositor's Reports, RFI's for the selection of broker/dealers, and other contracts and documents as required

Assists auditors in preparation of the annual County audit related to investments

FUNCTIONS SPECIFIC TO PAYABLES AREA

Employees assigned to the Payables area perform the essential functions as outlined above, as well as:

Investigates and reports on vendor and County department concerns and complaints; provides information, direction or resolution accordingly

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Monitors and supervises County disbursements to ensure adherence to established policies and procedures; supervises the recording and reporting of expenditure and budget activity in accordance with established regulatory standards

Reviews proper accounting of grants and other special revenue projects and programs; reviews financial system reports; performs research and follow-up for any exceptions, errors, or unusual items

Approves wire transfers for bond issued debt service, interdepartmental transfers, and transfers between constitutional offices; provides budget overrides as indicated, to include review, verification, release of fund controls, and referenced document approval

FUNCTIONS SPECIFIC TO PAYROLL AREA

Employees assigned to the Payroll area perform the essential functions as outlined above, as well as:

Oversees payroll information systems, including time and attendance systems; monitors and reviews systems maintenance, upgrades and implementation of new systems

Interprets County policies and government regulations affecting payroll procedures; provides oversight for uniform application

Analyzes and resolves complex payroll problems; provides payroll administration technical expertise

FUNCTIONS SPECIFIC TO REVENUE & CASH MANAGEMENT AREA

Employees assigned to the Revenue & Cash Management area perform the essential functions as outlined above, as well as:

Oversees staff responsible for processing fund transfers, maintaining adequate liquidity in all county accounts; provides support and assistance as the main banking contact for all bank accounts

Coordinates and monitors the safekeeping and collateral requirements of all cash

Initiates and executes fund transfer requests; provides for adequate balances/liquidity in County bank accounts; ensures approved payments are made in a timely manner

FUNCTIONS SPECIFIC TO BOARD/SERVICES VALUE ADJUSTMENT BOARD AREA

Employees assigned to the Board Services/Value Adjustment Board (VAB) area perform the essential functions as outlined above, as well as:

Manages and oversees the minutes function and VAB hearings for the Board of County Commissioners (BOCC)

Acts as technological liaison between Clerk & Comptroller functions and board activities; evaluates the cost/benefit of technological applications to enhance services to the BOCC; develops implementation strategy for work flow management systems and applications to improve customer service, such as digital imaging, on-line features, and in-time recording of BOCC meeting minutes

Oversees the preparation of BOCC meeting agendas; staffs BOCC meeting for the purpose of recording minutes; manages the scheduling of VAB hearings

