



**CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION**

SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLASSIFICATION TITLE: SUPERVISOR- FINANCE SERVICES

GENERAL DESCRIPTION OF DUTIES

Under direction, this position performs supervisory work in relieving an assigned manager of routine and non-routine operational and administrative duties for an assigned work unit of the Clerk & Comptroller. Employees in this classification are responsible for supervising and overseeing activities of an assigned clerical/accounting support staff, and providing training, direction and guidance in practical processes and procedures of the work. Such areas include, but are not necessarily limited to, Board Services/Value Adjustment Board, Accounting, Financial Business Analysis, Procurement, Budget & Financial Analysis, Payroll, Financial Reporting, Payables, Revenue & Cash Management, and Investments.

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.

Prepares and/or updates processes and procedures for all unit tasks, as well as various general operating procedures, records, files, lists, and other unit documentation

Prioritizes, coordinates, assigns, and monitors staff clerical/accounting support duties; provides formal and practical training and guidance to staff in unit processes and procedures

Assists with personnel management functions, i.e., performance evaluations, interviewing, selection, and recommending hire/transfer/promotion/discipline

Monitors work flow and productivity of staff under charge; monitors performance for adherence to established goals and objectives; provides recommendations to management concerning new or enhanced procedures, as appropriate

Oversees maintenance of an effective and efficient record keeping and file maintenance system; ensures adherence to established electronic and hard copy file maintenance methods and standards

Participates in all aspects of work under charge to support and ensure effective and efficient production of the work unit

Performs complex and/specialized functions of the unit; responds to difficult or unusual circumstances requiring specialized attention or supervisory intervention

Prepares agendas and conducts and facilitates staff meetings; distributes administrative orders, memoranda, amendments and policy and procedural updates accordingly

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Prepares and processes various weekly, monthly, and annual reports applicable to work unit operations; submits such for management and administrative review

Tracks time sheets, attendance, vacation, tardiness, sick time, and leave of absence; monitors such for unit scheduling and evaluation purposes; prepares unit payroll

Reviews records, reports, logs, forms, statistics, invoices, and other work processed to ensure accuracy, completeness, and compliance with applicable regulatory standards

Adheres to systems of audit controls and systems for reviewing tasks, procedures, unit efficiency and effectiveness, and staff training and development

Develops, implements and facilitates effective cross-training mechanisms, as applicable to the needs of the work unit

Processes various documents, as applicable to assigned department, i.e., invoices, payments, refund requests, journal entries and voids

Coordinates intra-, inter-, and extra-departmental documentation and paperwork flow, transfer, and distribution, as applicable to the assigned work unit

Participates in management functions of the unit, e.g., budget development and administration, policies and procedures development

Performs special research or projects as directed by management

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

Complies with all personnel policies and procedures

FUNCTIONS SPECIFIC TO 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

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

Assists with the preparation of 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

Develops and maintains written procedures, checklists, and related documentation concerning accounting functions under charge

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:

Leads the preparation of annual documents to be submitted for budget awards and recognition

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

Gathers, organizes, designs, calculates, and provides financial data in variety of reporting formats, e.g., spreadsheets, databases, special report writers, narrative reports; produces reports for monitoring and decision-making purposes

FUNCTIONS SPECIFIC TO CLERK'S ACCOUNTING AREA

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

Supervises the reconciliation of all Clerk & Comptroller's Accounting general ledger accounts, i.e. bank accounts, liability accounts

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

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

Prepares various documentation and reports for administration review/evaluation, i.e., financial reports, statements, disbursement requests, abandoned property reports, qualified public depository report

Performs complex research, analysis and follow up on items unable to be resolved by subordinate personnel

Approves and processes journal vouchers; processes requests for electronic funds transfers

Plans and implements opportunities for process improvements under area of responsibility

Administers system controls and oversight to resolve issues affecting business processes and work directly with IT staff to implement projects, upgrades, and new software applications used in the department

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FUNCTIONS SPECIFIC TO FINANCE BUSINESS ANALYSIS AREA

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

Oversees a group of Business Analysts; consults with Analysts and assists with complex problem solving; provides input, guidance, and business expertise

Prioritizes and coordinates projects including cross-functional projects; actively participates and/or leads team in the accurate and timely completion of tasks and assignments

Collects and analyzes the project's business requirements and prepares accurate and detailed functional requirements specification documents, and user interface guides

Assists manager in ensuring staff compliance with approved policies and procedures, business analysis best practices and applicable regulatory standards

Assists in new systems and/or system upgrade evaluation, planning deployment and support

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:

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

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 PROCUREMENT AREA

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

Assists department with coordination and comprehensive review of competitive bids and Requests for Proposals (RFP's) for professional services, contracts and related contract administration

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Processes complex purchase orders, proposals, bids and multi-year procurement contracts for multi-faceted services and goods

Oversees the purchasing workflow related to various departments' requests for good and services. Reviews Purchase Orders for accuracy and compliance with Policies and approves accordingly

Assists management in resolving operations problems and/or acts as a workgroup leader on projects

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

Responsible for the administration of eProcurement within the FMS PeopleSoft Application; maintains User preferences and security setup of eProcurement users

FUNCTIONS SPECIFIC TO PAYABLES AREA

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

Oversees staff responsible for auditing and processing invoices and payment requests for all Palm Beach County Departments

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

Processes various invoices, payments, and refund requests, as applicable to assigned department

Ensures and monitors adherence to, and compliance with, Clerk & Comptroller policies and procedures, BOCC policies and procedures, regulatory standards and controls, and governmental reporting requirements for the unit; develops and maintains precise audit trails

Reviews various Payables year-end reports in preparation for 1099 distribution

FUNCTIONS SPECIFIC TO PAYROLL AREA

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

Prioritizes, coordinates, assigns, and monitors staff payroll processing activities; provides proper training and guidance to staff in processing assigned tasks

Compiles and reviews various payroll records, reports and regulatory compliance forms; reviews year-end reports in preparation for W-2 distribution

Establishes and maintains policies and procedures for payroll processing functions; maintains current knowledge of agencies pay polices union contracts and legislation affecting payroll functions

Ensures the accurate and timely calculation of employee's pay checks and HR related payroll data; reviews and approves payroll and payroll reports to County agencies and to the banks for payroll disbursement

Audits time data and balances payroll hours/earnings and submits payroll to bank; direct deposits, pay checks

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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

Assists management with planning, organizing, and directing daily administrative revenue and cash management operation

Coordinates and monitors the safekeeping and collateral requirements of all cash

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:

Supervises mail room staff, ensuring that all processes are performed according to policy

Executes and attests to documents as approved and directed by the Board of County Commissioners

Manages a continual archive process wherein all permanent records remain readily retrievable

Evaluates and makes recommendations on legal compliance issues related to public records matters

Reviews and proofreads minutes taken for Board of County Commissioners and other governmental agencies' meetings

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Accounting, Finance or related field with course work emphasis in business administration, management principles, and/or accounting practices, supplemented by five (5) years of recent and relevant experience; demonstrated knowledge of effective leadership and supervisory principles and practices required; or an equivalent combination of education, training and experience.

