

BALDWIN COUNTY
invites applications for the position of:

Clerk/Treasurer - Baldwin County Commission

SALARY: \$100,000.00 - \$125,000.00 Annually

OPENING DATE: 06/19/19

CLOSING DATE: 07/10/19 11:59 PM



Please visit <https://www.governmentjobs.com/careers/baldwincounty> to apply.

All applicants are requested to attach a resume, cover letter, and salary requirements upon applying for this position.

Baldwin County, Alabama, is a coastal county located on the northern Gulf Coast between Mobile, Alabama, and Pensacola, Florida. The 2018 estimated population is approximately 212,000. Baldwin County is the fastest growing County in Alabama and contains the 8th fastest growing Metropolitan Statistical Area (MSA) in the nation. The County has abundant and diverse natural resources from the white sandy beaches on the coast, bay breezes along Perdido Bay, sunset views along Mobile Bay, rolling fields in Central Baldwin, and many rivers and creeks filled with wildlife in north Baldwin County. With a positive economic climate, coupled with a superior quality of life, Baldwin County is one of the best places to live along the Gulf Coast.

The County is governed by a four-member County Commission elected at-large every four years. The Clerk/Treasurer position is an appointed position reporting directly to the Baldwin County Commission through a four-year employment contract that runs concurrent with the County Commission election cycle, subject to applicable state law. The successful candidate must have a high level of integrity, professionalism, and strong leadership. They must also be a critical thinker with the ability to make sound decisions through identifying and understanding complex problems and concepts, using strategic and innovative methods to solve problems.

Employment interviews will be held in a public forum in accordance to Section 36-25A-2 of the Code of Alabama (1975), known as the Alabama Open Meetings Act, and any final salary offers will be based upon ability and experience.

This position requires driving as an essential function of the position. For Baldwin County driving requirements, please see the following link: [Driver Qualifications](#). Successful applicants must be at least 20 years old, insurable by the County's insurance carrier, pass a criminal and motor vehicle background check and will be subject to a pre-employment drug test and physical.

This employee has direct responsibility for all fiduciary matters of the County relating to all funds administered by the Baldwin County Commission. The Clerk/Treasurer position directs the Finance and Accounting Department, provides financial basis and structure to participate in the County budget process, per Alabama Code for Recommended Accounting Procedures, and is responsible for annual audit conducted by the State Examiners. The Clerk/Treasurer also coordinates with the County Commission, the County Administrator, and the Department Heads. Administers other programs as assigned.

ESSENTIAL JOB FUNCTIONS:

Accounting and Financial

1. Oversees and directs all accounting, payroll and financial procedures for the County to ensure best practices and compliance with applicable rules, regulations, laws, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and County policies.

2. Supervision of principles and practices of employees, including selection, work planning, organization, performance review and evaluation, employee training, and discipline.
3. Conducts the necessary research and provides support materials to aid the County Commission in making financial decisions.
4. Prepares monthly, semi-annual and annual reports for the Commission and other Departments.
5. Monitors daily cash reports and makes recommendations to ensure proper cash flow for the County.
6. Contact person for all State Examiner audits and assists the State Examiners during annual audit with requested documentation including initial contact and the organizing of the audit exit conference.
7. Monitors investments to ensure compliance with Commission investment policy and strategy and provides current status, activity, and reports to the County Commission as requested.
8. Develop and implement improved internal controls and financial reporting procedures as necessary.
9. Directs the preparation of financial statement and audit reports.
10. Ensure all invoices are handled and paid in prescribed, timely, and legal manner.
11. Monitors accounts receivable for timely collection of monies owed the County.
12. Periodically reports the status of County finances as scheduled by County Commission.
13. Responsible for accounting for all receipts and disbursements regarding County funds.
14. Create, maintain and update County policies and procedures related to Finance and Accounting by the direction of the County Commission.
15. Work directly with local, state and federal agencies before, during, and after natural disasters.
16. Manage and coordinates the operation of debt management and bond sales.

Reports

1. Prepare a variety of reports required by state and federal offices.
2. Responsible for grant reports.
3. Prepares various reports as directed by the County Commission.
4. Generate reports requested by the State Examiners.

Miscellaneous

1. Approves reports and/or processes claims for indigent care program.
2. Sign vehicle and equipment titles when sold.
3. Prepares and implements all special projects as assigned by the County Commission.
4. Maintain all correspondence and records related to accounting in an orderly and accessible manner.
5. Maintain records for insurance of auto, property and general liability.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree in Accounting, Business Administration or related fields; accounting and bookkeeping experience; or a combination of experience and training.
2. Five (5) years of comprehensive accounting experience.
3. Governmental accounting, preferred, but not required.
4. This position requires a financial credit background check for the ability to acquire a \$100,000 Public Official Bond.

Other Characteristics

1. Willing to travel to attend workshops and seminars.
2. Willing to work non-standard hours to meet deadlines.

KNOWLEDGE, SKILLS AND ABILITIES:

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 prepare 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 employees.
6. Ability to operate office machines such as calculator, computer terminal and copy machines.
7. Thorough knowledge of basic bookkeeping and accounting principles and procedures as recommended by State/County/Federal.
8. Knowledge of general office procedures.

Baldwin County Commission and Baldwin County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, citizenship or veteran status in employment. It is the intent of the Baldwin County Commission and Baldwin County Sheriff's Office to guarantee equal opportunity to allow disabled employees a bias-free work environment. Baldwin County Commission and Baldwin County Sheriff's Office, upon request, will provide reasonable accommodation in compliance with the ADA.

Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during the application, testing, and interview process.

Position #52142
CLERK/TREASURER - BALDWIN COUNTY COMMISSION
DH

Clerk/Treasurer - Baldwin County Commission Supplemental Questionnaire

- * 1. Do you have a Bachelors degree in Accounting, Business Administration or related fields with experience in accounting and bookkeeping, or a combination of experience and training?
☐Yes ☐No
- * 2. Do you have experience in governmental accounting (experience preferred, but not required)?
☐Yes ☐No
- * 3. Do you have five (5) years of comprehensive accounting experience?
☐Yes ☐No
- * 4. This position requires a financial credit background check for the ability to acquire a \$100,000 Public Official Bond. Please select "Yes" to acknowledge this requirement of employment.
☐Yes ☐No
- * 5. Are you willing to work overtime and non-standard hours as required?
☐Yes ☐No
- * 6. Are you at least 20 years old and possess a valid driver's license?
☐Yes ☐No