

**Baldwin County Commission  
invites applications for the position of:**

<b>Clerk/Treasurer</b>	
Department	Finance and Accounting
Salary	Depends on Qualifications
Open Date	10/19/2023
Close Date	Until Filled



Please visit <https://www.governmentjobs.com/careers/baldwincountyal?page=1> to apply.

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

Baldwin County, Alabama is currently accepting applications for a Clerk/Treasurer position. This position will remain open until filled.

Baldwin County is governed by a four-member County Commission elected at-large every four years. The Clerk/Treasurer position is an **appointed** position reporting to the County Administrator and Baldwin County Commission through an **employment contract** that runs concurrent with the County Commission election cycle, subject to applicable state law. **The current Commission runs from November 2022 through November 2026.** Any final salary offers will be based upon ability and experience.

The Clerk/Treasurer serves at the exclusive pleasure of the Baldwin County Commission as an Appointed Contract employee and has direct responsibility for all fiduciary matters of the County relating to all funds administered by the Baldwin County Commission. This position directs the day-to-day operations of 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 provides strategic financial direction and is an active and contributing member of the organization's senior leadership team.

Baldwin County, Alabama, is a coastal county located on the northern Gulf Coast between Mobile, Alabama, and Pensacola, Florida. The 2021 estimated population is approximately 239,000. 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.

*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*

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*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.*

**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 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. Primary contact for State Examiner audits assisting the State Examiners during annual audit with requested documentation and implementation of audit recommendations.
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. Provides technical leadership in fiscal management for day-to-day accounting and financial operations.
10. Directs the preparation of the annual financial statement, audit reports, notes, and all required schedules in accordance with GASB pronouncements and GAAP.
11. Ensure all invoices are handled and paid in a prescribed, timely, and legal manner.
12. Monitors accounts receivable for timely collection of monies owed the County.
13. Periodically reports the status of County finances as scheduled by County Commission.
14. Responsible for accounting for all receipts and disbursements regarding County funds.
15. Create, maintain, and update County policies and procedures related to Finance and Accounting by the direction of the County Commission.
16. Work directly with local, state, and federal agencies before, during, and after natural disasters.
17. Manage and coordinate the operation of debt management and bond sales; including review and monitor debt service requirements and coordinate the bond rating and disclosure and compliance requirements under the Securities Exchange Commission.
18. Responds to public inquiries and provides conflict resolution, leadership, and implements a service focused culture amongst the various operating units.
19. Attends Commission meetings and other official functions as needed.

**Reports**

1. Prepare a variety of reports required by state and federal offices.
2. Responsible for the annual SEFA report.
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.

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4. Maintain all correspondence and records related to accounting in an orderly and accessible manner.

**Education and Experience**

1. Bachelor's degree in accounting from an accredited college or university.
2. Ten (10) years of progressive, comprehensive accounting experience with a minimum of eight (8) years in a leadership role.
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 meetings, conferences, workshops, training, and seminars.
2. Willing to work non-standard hours to meet deadlines.

**Knowledge, Skills, and Abilities**

1. Knowledge of laws, rules, regulations of county government.
2. Skills to utilize fiscal systems and various technology-based applications including various software packages to achieve financial requirements.
3. Skills to communicate effectively and interact with all levels of government and public.
4. Knowledge of the Alabama Code, County policies, County contracts, and resolutions.
5. Fundamental knowledge of accounting principles and standards (fund and accrual accounting) as recommended by federal/state/county agencies.
6. Fundamental knowledge of internal controls and processes for both operational and compliance actions.
7. Skills in interpersonal relationship building and employee coaching/development skills.
8. Demonstrated ability to lead and develop a department and department staff members.
9. Demonstrated ability to serve as a knowledgeable resource to the organization's management team that provides leadership and direction.
10. Skills to understand written instructions, manuals, and correspondence.
11. 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.*