



*Let's create our future together!*

## JOIN OUR TEAM

### Levy County Clerk of Court and Comptroller

#### **JOB TITLE: FINANCE DIRECTOR**

The Finance Director leads a team providing accounting services and financial oversight for BOCC operations. Responsibilities include supervising accounting functions, maintaining financial records, preparing reports, auditing financial activities, overseeing County assets, and managing investment activities. This role works closely with the Clerk/Comptroller, BOCC leadership, and County Finance staff to support informed decision-making. This highly responsible position has duties set forth by Florida Statutes 129 and reports directly to the Clerk of Court & Comptroller.

#### **PRIMARY FUNCTIONS**

##### Accounting & Financial Operations

- Lead and supervise a team of 7 finance and accounting professionals
- Oversee governmental accounting functions supporting BOCC operations
- Maintain accurate general ledger and financial records
- Ensure compliance with GAAP and GASB standards

##### Financial Reporting & Analysis

- Prepare accurate financial statements and reports
- Provide data and analysis to support decision-making
- Monitor financial trends and risks

##### Audit & Compliance Oversight

- Oversee audits of County expenditures and transactions
- Coordinate external audits and implement corrective actions
- Maintain strong internal controls

##### Asset & Investment Management

- Oversee County asset tracking and reporting
- Manage County investment activities
- Ensure safeguarding and valuation of assets

##### Collaboration & Support

- Serve as a trusted financial partner to BOCC and departments
- Work collaboratively to resolve financial challenges
- Provide financial guidance and support

##### Leadership & Team Development

- Provide leadership and mentorship to staff
- Promote accountability and continuous improvement

#### **ADDITIONAL OR OCCASIONAL FUNCTIONS**

- Assist the review and disbursement of all county funds to ensure all expenditures are legal, budgeted, and in compliance with county purchasing policies and procedures.
- Assist the review, disbursement and reporting of payroll for all Board of County Commissioner's & Clerk employees.
- Assists in annual budget process.
- Assist in troubleshooting issues within the accounting software (ADG).
- Present financial reporting, budgeting and other pertinent decision-making information to the Levy BoCC.

#### **WORK ENVIRONMENT**

Job functions are performed in an office within the Levy County Courthouse at 355 S. Court Street, Bronson, FL 32621.

## EDUCATION AND EXPERIENCE

- Bachelor's degree in Finance, Accounting, Public Administration, Business Administration, or a closely related field. (Required)
- Master's Degree in Finance, Accounting, Public Administration, Business Administration, or a closely related field. (Preferred)
- Five (5) years progressively responsible experience in the field of governmental finance, accounting, or budgeting. (Required)
- CGFO certification from the Government Finance Officer's Association (GFOA) and/or CPA/CMA. (Preferred)
- Five (5) years experience in a supervisory role. (Required)

## JOB SKILLS AND REQUIREMENTS

- Knowledge of general and governmental accounting practices and principles and GASBs
- Mathematical and problem-solving abilities
- Written and oral English communications
- Strong computer skills with an understanding of accounting software, Microsoft Word and Excel. Particular emphasis on Excel data sets manipulation via pivot tables.
- Ability to professionally communicate with diverse employees.
- Positive work attitude and work ethic.
- Familiarity with FL Uniform Chart of Accounts highly preferred.
- Attends work on a continual and regular basis for assigned work hours (currently 8 a.m. to 5 p.m. Monday – Friday). Occasions to work outside of this time frame, while rare, may arise.

## SALARY AND BENEFITS

- Salary Range: \$85,000 – \$105,000 annually (DOE).
- Additional \$3,000–\$5,000 certification incentive. (GFOA CPFO/CGFO/CPA)
- County subsidized individual health-insurance coverage.
- Participation in the Florida Retirement System
- Approximately 12 paid annual leave days accrued per year
- Approximately 12 paid sick leave days accrued per year
- 12 Paid Holidays, 1 Personal Holiday per Year
- County-paid life insurance policy
- Other cafeteria-plan deduction options

## HOW TO APPLY

Please email resume, references, and brief cover letter to Human Resource Director.  
[willis-brooke@levyclerk.com](mailto:willis-brooke@levyclerk.com)

- \*References will not be contacted prior to interviews or prior to notifying you.
- \*Position open until filled.

<https://www.levyclerk.com/human-resources/>

## OUR MISSION

To become the best team united to protect the public trust.

## CORE VALUES

Respect - Integrity - Service - Trust

[www.LevyClerk.com](http://www.LevyClerk.com)