

# Position Brief Chief Auditor Clerk of the Court and Comptroller of Miami-Dade County

August 2024



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# The Opportunity

We are excited to announce a unique opportunity with the Miami-Dade Clerk of the Court and Comptroller for the newly created role of Chief Auditor. We are seeking a visionary Audit leader eager to define standards, shape strategies, and enhance governance in Miami-Dade County. Bring your expertise and passion for excellence to establish and lead this critical, new Audit Department, ensuring accountability and transparency in one of the most vibrant and dynamic communities in the nation.

## About the Clerk of the Court and Comptroller of Miami-Dade County

The Miami-Dade Clerk of the Court and Comptroller manages the largest and highest volume of court filings and official records in the State of Florida and the fourth largest judicial circuit in America. Led by Juan Fernandez-Barquin, Clerk of Courts and Comptroller, the Clerk of the Court and Comptroller organization continues to strive to improve services, accessibility, and leverage technology where appropriate to serve the citizens of Miami-Dade County.

The Clerk of the Court and Comptroller serves the 2.7 million citizens of Miami-Dade County and supports the operations of the 11th Judicial Circuit and County Courts in addition to providing professional services to the public, the judiciary, the legal community, and the Miami-Dade County Commission. In 2022, the Clerk's office managed over 4.5 million electronic filings and processed over \$1.4 billion annually.

## Clerk Responsibilities

The Miami-Dade County Clerk is a duly elected constitutional officer as mandated by Article V, Section 16 of the Constitution of the State of Florida. The Clerk is elected to a four-year term by the electorate of Miami-Dade County.

The responsibilities of the Clerk are established by the State Constitution, the Florida State Statutes, Miami-Dade County Ordinances and Regulations and Judicial Orders. In this capacity the Clerk serves as:

- Ex-Officio Clerk of the Board of County Commissioners
- County Recorder
- County Auditor
- Custodian of all records filed with the Courts, official records, marriage licenses, and the Board of County Commission
- Custodian of all County Funds
- Investor of County Funds

Currently, the responsibility to serve as the custodian of County funds is performed by the County's Finance Department. Because of Amendment 10 and new State legislation, this will no longer be permissible. Consequently, most of the Finance Department as well as the Audit responsibility and function will be transferred to the Clerk of the Court and Comptroller as of October 2024.

## Mission Statements and Focus

As the custodian of essential Public Records (Courts, Home & Property, Board of County Commission, Marriage License, Value Adjustment Board), the Miami-Dade Clerk of the Court and Comptroller strives to maintain a trusted, neutral, ministerial posture and professional perspective.

They are agents of change and advocates of innovation. They apply appropriate strategic, technological, process and people solutions.

Their focus Includes:

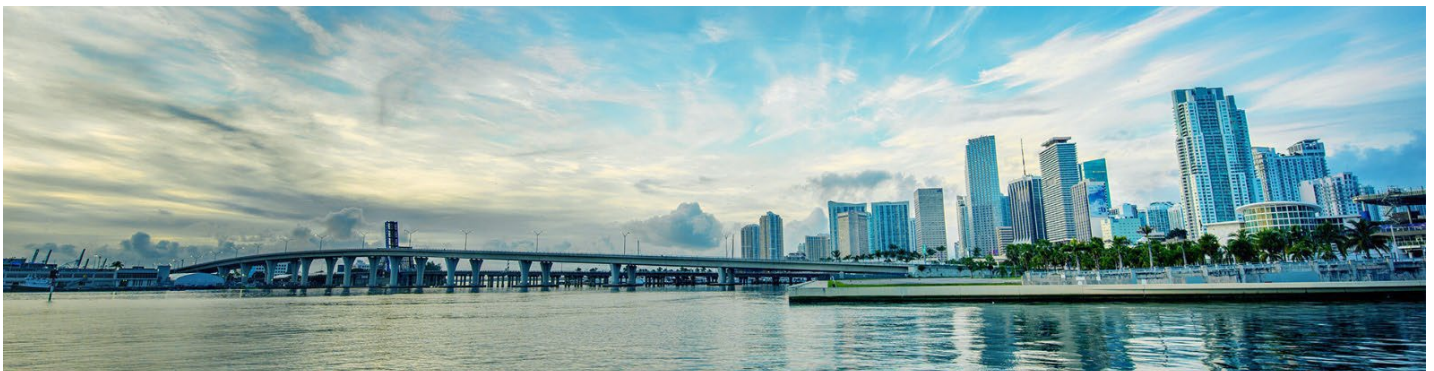
- Optimizing our ability to provide quality service to the public
- Meeting the expectations of everyone who utilizes the services of the Miami-Dade County Clerk's Office
- Increasing access and availability to public information
- Building a technical architecture for the future
- Enriching work, challenging, and empowering the workforce to more freely initiate improvements
- Maintaining a balance between realizing benefits and all other guiding principles

They work in an open, learning environment that constantly strives to improve and encourages a free flow of ideas among all employees.

## About Miami-Dade County

Miami-Dade County (MDC), formerly known as Dade County, was created on January 18, 1836, under the Territorial Act of the United States. The County was originally named for Major Francis Dade, a soldier killed in 1835 in the Second Seminole War. The name was changed to Miami-Dade County in 1997. MDC is the most populous county in the southeastern United States and the seventh largest in the nation by population.

As of 2021, the Gross Domestic Product in MDC was approximately \$151 billion. The leading industries in the region contributing to this growth include real estate, wholesale trade, retail trade and accommodation and food services.



## Miami-Dade County Structure

MDC has operated since 1957 under a unique metropolitan system of government known as a “two-tier federation”:

- Regional - The County has a regional government with certain powers and service effective throughout the entire county, including its 34 incorporated municipalities, cities, towns, and villages, as well as unincorporated communities and neighborhoods.
- Municipal - It also operates as a municipal government for the unincorporated areas providing garbage and bulky waste pick-up, fire rescue, and police services, among others.

All Residents pay property taxes to support regional services, such as transportation, correctional institutions, and regional parks. Residents within the Unincorporated Municipal Service Area (UMSA) pay property taxes for municipal-type services provided by the County such as local police patrol, local parks, and local roads.

The Board of County Commissioners (BCC) is the legislative body, consisting of 13 members elected from single-member districts. Members are elected and serve one four-year term and may serve up to two consecutive four-year terms. The Commission chooses a chairperson who presides over the BCC and appoints the members of legislative committees.

On November 6, 2018, voters in the State of Florida adopted Amendment 10 to the State Constitution. This action by the State’s voters prohibits counties from performing some of the duties of Florida constitutional offices of the Sheriff, Tax Collector, Supervisor of Elections, Property Appraiser, or the Clerk of the Court and Comptroller. Under Amendment 10, counties with home rule charters, such as Miami-Dade County, must create new or reestablish previously abolished constitutional offices. Miami-Dade County must complete the transition by January 7, 2025.

## The Community

Located along the southeast tip of the Florida peninsula, Miami-Dade County (MDC) stretches over 2,400 square miles of diverse and vibrant communities ranging from rural and suburban to urban cities and municipalities. Bound by the Atlantic Ocean and Biscayne Bay to the east, the Florida Everglades to the west, the Florida Keys to the south and Broward County to the north, MDC is an ideal place to live, work and play, a microcosm of America with a large diversity of languages, foods, and cultures.

MDC offers year-round warm weather, miles of beaches, and an abundance of family and social activities that include world-class cultural venues, restaurants, golf courses, tennis courts, shopping, and three professional sports teams. The County supports 2.7 million residents who enjoy the benefit of paying no state or city income tax. Voted as one of the healthiest places to live in the country, MDC is the “Doorway to the Everglades” and home to more than 280 parks with 13,500 acres of land. Residents love being fit and have access to all types of water sports and a variety of athletic programs for children and adults of all ages including baseball, soccer, kite boarding, mountain biking, fitness boot camps, paintball, skateboarding, and other sports activities. Cultural arts programs are offered for youth to explore and discover their own interests and talents while gaining a deeper appreciation of artistic forms and influences. Instrumental and choral music, dance, drama, arts, and puppetry programs are also offered.

# The Position

The Chief Auditor will be responsible for planning and directing the activities of the Clerk of the Court and Comptroller (COCC) Audit Operations, a newly established office within the COCC. Reporting to the Director of Administrative Services, the Chief Auditor will oversee and be accountable for conducting financial, operational, and compliance audits intended to enhance the efficiency of governance, risk management, and control processes for the Clerk's office and the agencies it serves. It is also imperative that the Chief Auditor demonstrate a high degree of financial, business, and political acumen and integrity.

## Nature of Work

This is highly responsible executive level work in planning and directing the management activities of the COCC Audit Operations. Responsibilities include planning, directing, and coordinating internal auditing of COCC, and Miami-Dade County operations, providing management consulting assistance to the COCC. Responsibilities will also include directing, through subordinate levels of executives and supervisors, the conduct of audits of COCC, County operations and external companies with contractual relationships with the COCC and the County, determining compliance with regulations and contract terms, providing management consulting assistance COCC and County departments to improve operations, and providing assistance in the formulation of policies and procedures.

The incumbent exercises extensive independent judgment and professional managerial knowledge in establishing auditing priorities and the scope of audit assignments. Supervision is exercised through subordinate executives and managers over a staff of professional, administrative, and clerical employees. General direction is received from the Clerk of the Court and Comptroller and/or his/her designee who holds the incumbent responsible for the professional management of the department and achievement of established goals and objectives.

As this is a new department within the COCC, the Chief Auditor will support the recruitment and selection of approximately 30 Audit staff. Given the evolving nature of the department, proficiency in change management is essential. The Chief Auditor must effectively lead the team through transitions, ensuring that new processes and structures are implemented smoothly and efficiently.

## Illustrative Tasks

- Plans, directs, and coordinates, through subordinate executives and supervisors, internal auditing functions including conducting operational, compliance, and financial audits of COCC, County operations and external companies, contractors, and grantees
- Assessing the adequacy of internal controls, appraising the management of resources, determining compliance with procedures, contract terms, laws, and regulations; performing special examinations and reviews at the request of the Clerk of the Court and Comptroller; providing guidance to operating departments in selecting external auditors, establishing internal controls and other audit-related matters; and furnishing staff support to external auditors

- Directs and coordinates, through subordinate executives and supervisors, management consulting activities including conducting consulting projects, providing management consulting assistance to COCC, County departments, and other agencies as directed by the Clerk of the Court and Comptroller preparing recommendations to improve operations and management, providing support to departments in implementing recommendations, and assisting in the selection and monitoring of external consultants
- Supervises a variety of management services including providing assistance in the formulation of the uniform application of COCC and countywide procedures and/or policies, reviewing and assisting in the development of administrative orders and procedures, implementing, and providing organizational studies and operational reviews
- Directs preparation and administration of department annual budget; supervises subordinates responsible for personnel administration, purchasing, cost accounting, safety programs, and other administrative services
- Defines and formulates department policy, programs, objectives, and direction; establishes priorities and the focus for audit projects
- Coordinates auditing activities with the Clerk of the Court and Comptroller and its various divisions and County departments as required
- Reviews organizational patterns, work relationships, and staff responsibilities; structures the organization of the department to effectively achieve departmental goals
- Meets with executive, administrative, and supervisory employees to discuss and resolve budgetary issues, audit findings and recommendations, administrative problems, and other subjects
- Makes decisions regarding hiring, discipline, and promotion of subordinates; exercises authority for departmental personnel actions consistent with collective bargaining agreements, COCC personnel rules, and all other applicable rules and regulations
- Performs related work as required

# The Candidate

## Essential Qualifications

- Bachelor's degree in Accounting, Finance, Management, Business Administration, Public Administration, or related field
- Professional certification as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA)
- Ten (10) years of recent and relevant experience in professional auditing practices or professional accounting principles and practices that includes statistical analysis, financial analysis, generally accepted governmental auditing principles and/or generally accepted governmental accounting principles, including three (3) years of related supervisory experience.
- Extensive experience in executive leadership roles, preferably in audit, risk management, or finance, demonstrating the ability to lead and manage a large team of audit professionals is preferred

## Competencies & Areas of Expertise

- Extensive knowledge of the principles of general management, public, and business administration and governmental accounting.
- Extensive knowledge of local, state, and federal laws, ordinances, rules, regulations, and guidelines pertaining to the fiscal management of government agencies, including those funded by federal grants.
- Extensive knowledge of generally accepted accounting principles, public finance administration, and internal control systems, and their methods and application to the development, installation, and audit of governmental accounting systems.
- Thorough knowledge of the special principles, practices, and procedures of auditing with reference to public finance and governmental accounting.
- Thorough knowledge of supervisory principles and practices.
- Thorough knowledge of the organization and operating activities of county departments and agencies. Thorough knowledge of public relations principles and techniques.
- Thorough knowledge of the COSO frameworks, including its components (Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring Activities), enhances the candidate's ability to assess internal controls effectively.
- Ability to apply advanced professional knowledge of the principles of management, business administration and accounting in directing, supervising, and coordinating complex audit and management services.
- Ability to plan, organize, direct and coordinate, through subordinate executives and managers, the work of subordinates in a manner conducive to full performance and high morale.



- Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.
- Ability to establish and maintain effective working relationships with subordinates, senior COCC management, elected officials, and other public and private officials.
- Ability to communicate clearly, concisely, verbally, and in writing.
- Ability to exercise judgment and discretion in devising, installing and interpreting COCC, departmental and county policies, rules, and regulations.
- Ability to determine if departmental standards, objectives, and goals are being met and to redirect priorities, as necessary.
- Ability to demonstrate exemplary ethical standards and integrity, with a commitment to promoting a culture of ethics, integrity, and professionalism within the audit function and across the COCC and the county.

## Important Notices

- Miami-Dade Clerk of the Court and Comptroller is an Equal Opportunity Employer. Applicants and employees are protected from discrimination based on certain categories protected by Local and Federal law.
- Applicants qualifying for employment will be subject to an extensive background check including, but not limited to, fingerprint checks, employment verification and other procedures. All documents submitted in response to the advertisement are public records pursuant to Chapter 119 Florida Statutes.
- The Miami-Dade Clerk of the Court and Comptroller offers outstanding comprehensive [benefits](#) that include: full medical, dental, optional vision and disability insurance; optional 457 pre-tax savings plans, optional flexible spending accounts, 15 paid holidays, one birthday holiday, and three floating holidays; vacation and sick leave; and employee contributory membership in the Florida Retirement System.

# About Odgers Berndtson



Odgers Berndtson Executive Search is a leading global executive search firm, assisting private and public sector organizations find the highest caliber people for senior management appointments across North America and internationally.

Our reputation at the top of the executive search profession is over 50 years old. With offices in over 60 cities worldwide, our experienced executive search specialists operate with absolute discretion, integrity, and care, and are experts in finding exceptional individuals for challenging roles.

## WE ARE GLOBAL

We have the support of an excellent international network of offices on the ground expanding across more than 30 countries globally.

## To apply:

Please submit a comprehensive CV along with a cover letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria.

The Miami-Dade Clerk of the Court and Comptroller is committed to providing preferential consideration in the employment process to veterans. If claiming Veteran's preference, please provide a DD214 form along with other application materials.

The preferred method of application is by email to: [Tray.Herndon@odgersberndtson.com](mailto:Tray.Herndon@odgersberndtson.com).



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