

# ELECTIONS FINANCE MANAGER

Job Code	Pay Grade
09150	150

## Nature of Work

This is professional financial and administrative work developing and coordinating departmental, personnel management, budgeting and accounting systems. An employee in this classification is responsible for the budget preparation and control, financial management, accounting; purchasing, personnel and employee training, payroll, and employee benefits. The employee is responsible for the supervision and operation of a financial management system and the Pinellas County Budgeting System, including related computerized processing, maintenance, reporting, and retention of complex financial records. The employee makes independent decisions including departmental policy recommendations. The position reports to the Director or designee.

## Minimum Qualification Requirements

- Bachelor's degree in public administration, business, finance, or related field including coursework in computer science and 2 years of related professional experience that includes supervision or supervisor training; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Prepares and controls the annual budgets.
- Directs the preparation of a variety of financial audits and statements; manages cash flow; invests idle funds.
- Directs the maintenance of accounting records; supervises the preparation of financial statements from accounting records.
- Audits accounts, invoices, payrolls and employee benefit records for correctness and legal compliance; examines and verifies revenues from all sources; initiates transfer of monies between funds and cost centers.
- Directs the purchase and payment of all commodities, services, supplies and equipment.
- Responsible for all fixed assets for the Supervisor of Elections Office.
- Directs payroll, personnel and employee benefits activities.
- Supervises subordinate staff by completing performance reviews, assigning and reviewing work assignments, hiring and firing staff and training new personnel.
- May perform data processing related duties including using statistical packages or programs encoding data, data entry and retrieval and routine computer terminal operations and programming/reprogramming.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of public administration.
- Knowledge of governmental accounting principles and practices.
- Knowledge of computerized governmental financial management system.
- Knowledge of the principles of personnel management.
- Ability to apply computer applications and software.
- Ability to plan, organize and direct the work of a professional staff.
- Ability to analyze financial transactions and make appropriate adjustments.

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Revised	EEOC Code	Overtime Code
7/10	Officials & Managers	Exempt