



Elections Finance Manager

Category: Exempt
Pay Grade: 150
Job Code: 09150

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs 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.

ESSENTIAL JOB FUNCTIONS (examples, 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Special Qualifications (May be required depending on area of assignment):

- 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.

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.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes during normal and high stress situations.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.