

# DIRECTOR OF PAO BUDGETING & FINANCIAL SERVICES

Job Code	Pay Grade
21080	150

## Nature of Work

This is highly responsible management, administrative, and supervisory work in the Property Appraiser's Office (PAO). An incumbent in this class is responsible for the financial accounting, budgeting, purchasing and other professional related assignments in the PAO. The incumbent exercises considerable independent judgment and initiative. The position interacts daily with a wide range of officials at various levels of other county departments and internal departments including senior management, information technology representatives, department managers, directors, as well as accounting and budget staff. The incumbent reports to the Property Appraiser, Chief Deputy or designee.

## Minimum Qualification Requirements

- Bachelor's degree in accounting, finance or business administration and 7 years professional experience performing highly automated and computer technology based governmental accounting work and professional tasks including 1 year of supervision or supervisory 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.)

- Plans and prepares the budget for the Property Appraiser's Office, according to Florida Statutes in conjunction with the Florida Department of Revenue, and monitors financial activity to meet organizational requirements.
- Directs the preparation of the general ledger, employee time entry, payroll, accrued leave balances and submits reports of withholding taxes, social security taxes, Florida Retirement System reports, quarterly earnings and year end W-2 reports to federal and state governments.
- Prepares Financial Statement of Condition and annual reports for the State Comptroller's Office according to state regulations, instructions and format.
- Directs and coordinates the fiscal year-end functions between support staff and external auditors.
- Directs and coordinates the activities of support staff, prepares performance reviews; trains support staff as necessary.
- Directs the purchasing functions and service maintenance contracts in the Property Appraiser's Office.
- Controls the inventory on all fixed assets purchased and maintained by the Property Appraiser's Office.
- Assists in hiring practices and interpretation and application of Personnel rules.
- Coordinates the operations of employee benefits with the County's HR Department.
- Audits payroll deductions and remittances; audits moneys received by agencies of the Property Appraiser.
- Analyzes the annual and quarterly invoices to the applicable taxing authorities for commissions due the Property Appraiser.
- Directs accounts receivable and payable functions.
- Directs mail and stockroom operations.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of the principles and procedures of governmental budget formulation and preparation.
- Knowledge of governmental accounting principles and practices and ability to apply this knowledge to work situations.

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## Knowledge, Skills, and Abilities (continued)

- Knowledge of the laws, rules and regulations controlling budgetary fiscal recordkeeping and contract procedures.
- Knowledge of departmental programs, objectives, procedures and policies.
- Knowledge of federal, state, local and labor laws, changing rules and regulations.
- Knowledge of Florida Retirement System and changing rules and regulations.
- Knowledge of regulations relating to employee insurance benefits.
- Knowledge of data processing principles, methods and practices.
- Ability to apply computer applications and software.
- Ability to plan, direct, and assign work of subordinate employees.
- Ability to organize and present clearly and concisely, oral and written reports.
- Ability to isolate and analyze significant trends and practices from detailed records and factual material.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to keep abreast with changes relating to job functions.

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Revised	EEOC Code	Overtime Code
11/16	Officials & Managers	Exempt