

TAX COLLECTOR ACCOUNTING MANAGER

Job Code	Pay Grade
23280	E-13

Nature of Work

This is professional accounting and supervisory work directing the operation of various segments of the Tax Collector's total financial system. The Tax Collector Accounting Manager supervises professional, subordinate supervisory and nonsupervisory accounting personnel. Work includes establishing procedures to ensure proper accounting and communicating these procedures/policies to staff and operating departments. The employee regularly exercises independent judgment in a variety of work situations. The incumbent reports to the Deputy of Budget & Finance.

Minimum Qualification Requirements

- Bachelor's degree in accounting and 5 years' extensive professional experience in the operation of a complex financial management system that includes 2 years' administrative and supervisory experience; 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.
- Candidate must apply for and maintain FRVIS Access Authorization per Florida Department of Highway Safety Motor Vehicles Procedure TL-57 and RS-64.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Supervises professional, supervisory and nonsupervisory personnel responsible for different segments of the Tax Collector's financial management system including general ledger, accounts payable, accounts receivable, fixed assets, payroll, cash management, projects, financial reporting, etc.
- Assists in developing requirements for various software applications in the above areas and subsequent implementation and maintenance of such applications.
- Assists in identifying and implementing process improvements that increase system functionality and departmental efficiency.
- Assists in establishing procedures/policies for staff and operating departments to follow in the above areas to ensure compliance with applicable rules, adequacy of internal controls, proper audit trails and preparation of financial statements in accordance with generally accepted accounting principles (GAAP).
- Resolves problems arising from non-compliance of laws, rules, regulations, and GAAP.
- Prepares or supervises the preparation of various monthly, quarterly and annual reports including the Annual Financial Report in compliance with all applicable laws, rules and regulations.
- Works with external auditors and internal auditors as needed during the audit process.
- Monitors actual financial data including revenues, expenditures, and fund balances for sufficiency and propriety of funding and maintains systems for inter/intra-governmental charges and balances.
- Assists in managing the Tax Collector's banking relations and investment programs.
- Assists in hiring, training, supervising and administering the performance management of subordinate personnel.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles and practices, government accounting and auditing and financial reporting as applied to a complex governmental financial management system.
- Knowledge of all federal, state and local laws governing entities for report filings and requirements.
- Knowledge of Accounting, Payroll and report writing software.
- Knowledge of data processing practices, procedures and equipment.

TAX COLLECTOR ACCOUNTING MANAGER (continued)

Job Code	Pay Grade
23280	E-13

Knowledge, Skills, and Abilities (continued)

- Knowledge of public administration practices and principles.
- Knowledge of Tax Collector offices and related work.
- Ability to utilize, develop requirements and maintain computer applications and software in the above areas.
- Ability to communicate effectively orally and in writing.
- Ability to plan, organize and supervise professional and clerical staff.
- Ability to prepare, review and analyze financial reports.

For official use only

Created	EEOC Code	Overtime Code
12/17	Professionals	Exempt