



Assistant Director, Finance Division

Category: Exempt
Pay Grade: 150
Job Code: 19108

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 highly responsible professional, administrative and technical management work assisting the Chief Deputy Director, Finance Division in the effective operation of that office, which includes the Board of County Commissioners (BCC) and the Clerk of the Circuit Court and Comptroller (Clerk)'s accounting, finance, and payroll functions, and the Clerk's fiduciary accounting and Clerk's budget functions. An employee in this class also serves as assistant in overseeing the official recordkeeping function to the BCC. Considerable independence of judgment and actions are inherent at this level and authority is delegated commensurate with this high degree of responsibility. Work is reviewed by the Chief Deputy Director, Finance Division or Director through periodic conferences and by results obtained.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assists in directing the work of the Finance Division responsible for the BCC and Clerk's accounting, finance, and payroll functions, and the Clerk's fiduciary accounting and the Clerk's budget functions including revenue forecasting, in accordance with GAAP;
- Assists in developing and maintaining effective internal controls in all financial areas such as revenue, accounts receivable and cash receipts; expenditures, accounts payable and cash disbursements; payroll and payroll disbursements, fixed assets, inventory, cash and investment management, general ledger maintenance, financial reporting, fiduciary accounting and development and maintenance of fee schedules, etc.;
- Assists in new systems evaluation, planning, deployment and support. Prepares and justifies recommendations for new systems and procedures, or changes to existing systems and procedures;
- Monitors systems and user performance and recommends changes to improve efficiency;
- Defines, analyzes and documents workflows;
- Represents the Clerk as Clerk to the BCC and other boards and agencies as required by law or board policy, including recording meetings, developing minutes, and keeper of official records of the BCC;
- Assists in directing the administration and monitoring of the budgetary control within the financial records during the operating year, including the review of revenue, expenditures and fund balance in compliance with budget;
- Assists in directing the investment of county funds pursuant to the ordinances and policies of the BCC and procedures established by the Clerk;
- Assists in directing and supervises monthly, quarterly and year end reconciliation and closing processes including coordination of annual external financial audit process and the preparation of the county's Comprehensive Annual Financial Report (CAFR), and the Annual Financial Report, and other required financial reports in accordance with GAAP and other statutory, regulatory and internal requirements;
- Assists in directing staff responsible for contract review, contract pre-audit and contract and grant monitoring, and development of fee schedules in compliance with laws, regulations, ordinances, public purpose, etc.;
- Assists in coordinating work of the Finance Division staff in support of financial audits performed by internal auditors and external regulatory agencies of BCC and Clerk operations;

- Collaborates with County Administration in the issuance and administration of county debt, in compliance with applicable laws and regulations, including service of debt, monitoring compliance with debt covenants, arbitrage rebate compliance, etc.;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in accounting plus eight (8) years responsible experience in governmental accounting and finance work that also includes a combination of four (4) years administrative experience and supervisory experience; 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 required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the Florida Statutes and Pinellas County ordinances relating to financial and budget responsibilities assigned to the Clerk;
- Knowledge of generally accepted accounting principles, practices and procedures for governmental entities and ability to apply such knowledge in financial accounting and reporting;
- Knowledge of the laws, rules, and regulations controlling budgetary and financial recordkeeping, contract compliance, and ability to interpret laws and regulations and apply in applicable financial operations including development and maintenance of fee schedules in fiduciary accounting operations etc.;
- Knowledge of enterprise resource planning and financial systems and recordkeeping systems and ability to design, maintain and utilize systems in a large government environment;
- Ability to plan, organize and direct the work of subordinate supervisors in a manner conducive to full performance and high morale;
- Ability to promote and maintain effective working relationships with members of the BCC, the County Administrator and department directors, the Constitutional Officers, and the general public;
- Ability to research, keep abreast of and apply best practices in the financial and recordkeeping functions;
- Ability to analyze financial and business transactions and operations and make decisions, adjustments and/or recommendations as appropriate;
- Ability to prepare complex reports and analyses related to areas of responsibility;
- Ability to express oneself effectively, both orally and in writing.

PHYSICAL/MENTAL DEMANDS

The work is light work which 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:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.

- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- 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.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

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