



## **Director of PAO Budgeting & Financial Services**

**Category:** Exempt  
**Pay Grade:** 150  
**Job Code:** 21080

*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 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.

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

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree in accounting, finance or business administration and seven (7) years professional experience performing highly automated and computer technology based governmental accounting work and

professional tasks including one (1) year of supervision or supervisory 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 experience.

**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;
- 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.

**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.