



Tax Collector Accounting Manager

Category: Exempt
Pay Grade: TCE-25
Job Code: 23280

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 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.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Supervises professional 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's or business school degree in a related field and two (2) years of progressively responsible experience in a Tax Collector's Office that includes supervisory training or 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.
- Candidate must apply for and maintain FRVIS Access Authorization per Florida Department of Highway Safety Motor Vehicles Procedures TL-57 and RS-64.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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;
- 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.

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:

- 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.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; 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; and to hear recording on transcription device.
- 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.
- 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.