

- Responsible for project procedures including assigning, tracking, and database management.
- Coordinates the creation of a yearly Capital Financial Strategy (CFS) with the County Administrator, Assistant County Administrator, department heads, and affected Elected Officials.
- Prepares and reviews the issuance of budget amendments.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, ABILITIES & SKILLS:

- Knowledge of accounting principles, practices, and procedures and the ability to apply such knowledge to budgeting transactions.
- Knowledge of Florida Statutes, rules, and regulations, including TRIM compliance.
- Ability to analyze financial transactions and suggest appropriate adjustments and entries.
- Knowledge of auditing methods, procedures, and practices.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, directors, Elected Officials, vendors, and the general public.
- Ability to work in cooperation with auditors.
- Ability to effectively communicate and make public presentations.
- Ability to utilize computer software programs, including database software to analyze financial data in a network environment and make appropriate recommendations for adjustments.
- Ability to utilize computer software programs such as Microsoft Office Suite that includes Word, Excel spreadsheet, PowerPoint, and other database software.

PHYSICAL SKILLS:

The person in this position: Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, vendors, and co-workers. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Accounting, Finance, or Business Administration and a minimum of three (3) years of experience in government accounting and the development and implementation of public agency budgets or a Master's degree with a minimum of two (2) years of experience in government accounting.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver License.

A Certified Government Financial Office (CGFO), Certified Public Financial Officer (CPFO) or Certified Government Financial Manager (CGFM) certification preferred.

OTHER JOB RELATED REQUIREMENTS:

Disaster Essential.