

## **FINANCIAL ADMINISTRATOR**

### **(Fire Rescue) Polk County BoCC**

**Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:**

#### **MAJOR FUNCTION**

This position under the supervision of the Fire Rescue Division Director oversees the Financial, Budget, Capital Improvement Program, User Fees, Grants, Billing and Special Assessments areas of the Division.

#### **ILLUSTRATIVE DUTIES**

Responsible for managing the division's budget preparation by compiling a variety of divisional information. Reviews budget requests for accuracy, completeness and consistency in accordance with established policies, goals, and objectives. Reviews and advises the Director and Managers on matters pertaining to budget submissions. Assists with analyzing and recommending divisional funding levels during annual budget process. Coordinates narrative and budget summaries for inclusion in the budget document. Develops, monitors, and prepares periodic evaluative and statistical reports.

Advises the Division Director of fiscal matters; (i.e., contracting issues, consultant contracts, purchasing/requisitioning procedures, estimates, costs, and payments, etc.). Oversees and reviews all account receipts and expenditures. Recommends and prepares necessary request of budget transfers as well as, review, evaluate, and recommend budget amendments. Oversees and assists with the preparation of payment authorizations, relative correspondence and reports for various authorized signatures. Responsible for setting up, modifying, and/or revising program reporting formats on computerized software systems for budgeting and financial tracking systems. Oversees and assists with gathering information and performs special investigations related to various projects/programs presenting information in a reporting, statistical and/or fiscal format for evaluation/analysis purposes. Recommends, develops, and prepares forms, policies, and control systems for fiscal and purchasing procedures in accordance with county fiscal guidelines.

Interprets fiscal and general record keeping guidelines, rules, and procedures for the Division staff. Provides information regarding budget, to management division staff and the public as requested. Responsible for hiring, training, evaluating and providing daily direction of job duties and performance of assigned staff. Attends budget hearings, workshops, and various staff meetings. Manages the division's fiscal record systems. Performs related duties as required.

#### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of accounting, purchasing, auditing, inventory, and expenditure control systems, procedures, and regulations. Knowledge of micro-computer hardware and software utilized within the division's operations. Knowledge of methods and practices used with grants and project management. Ability to become familiar and apply the principles and practices used within governmental grant fund accounting. Ability to prepare complex financial reports and statements. Ability to use good judgment and make independent decisions. Ability to plan, train, assign, and supervise the work of others. Ability to establish and maintain an effective working relationship with employees, officials, and the public. Skillful writing, reporting, communicating, and record keeping activities.

#### **MINIMUM QUALIFICATIONS**

Graduate of an accredited four (4) year college or university with major course work in accounting, business administration or a related field, and have a minimum of five (5) years accounting, governmental administrative accounting or related business administrative experience which included budget preparation, analysis, and forecasting experience. Experience must include two (2) years of supervisory management experience.

Must possess a valid driver's license and be able to secure a valid Florida driver's license at the time of employment.

A comparable amount of related training and experience may be substituted for the minimum qualifications.

### **SPECIAL PREFERENCES**

Preferred applicant should have the ability to use Windows-based word processing, electronic mail, spreadsheet, and database software. A Master's Degree in a related field or a CPA license is preferred.

**Location: Fire rescue 2470 E. Clower Street in Bartow, FL (headquarters)**

**Work Schedule: Monday – Friday 8am – 5pm**

**Rate of Pay: \$59,800 Exempt Salary**

**Please apply at: <http://ejob.bz/ATS/jb.do?reqGK=27015784&portalGK=2795&refresh=true>**