



SEMINOLE COUNTY/BOARD OF COUNTY COMMISSIONERS
invites applications for the position of:

Financial Manager (System Management)

SALARY: \$23.56 /Hour **CLOSING DATE:** 06/14/17 11:59 PM

DESCRIPTION:

Professional level position consisting of budget analysis work and fiscal management services. Responsibilities include maintenance, reliability, and accuracy of the County's Budgetary Software Systems, databases, and reporting tools.

Other responsibilities include assisting departments with all budget related matters, analyzing departmental budget requests and revenue estimates, formulating recommendations, monitoring the expenditure of funds to be consistent with county goals and operational objectives, ensuring compliance with regulatory guidelines and providing fiscal accountability.

Departmental assignments will be of a more complex nature including involvement with the capital improvement program, grants, or enterprise funded operations, and performing fiscal year-end closeout processes. Position will include being a Team Lead on Budget Division projects. Work is performed with independent judgment and is reviewed by supervisor through observations, conferences, reports and results achieved.

ESSENTIAL FUNCTIONS:

Note: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

Coordinates annual budget development with departments: assisting with the implementation of budget methodology, analyzing departmental budget request submissions, and providing recommendations to County Management. Monitors revenues, budgetary/expenditure activity and trends based on operational objectives; analyzes/prepares budget adjustments, resolves complex budgetary issues. Performs fiscal year-end closeout processes: inclusive of budget amendments, cost allocations and transfers, project/grant carry forward analysis and amendments, and fund analysis. Participates in departmental business planning initiatives; ensures compliance with local policies/procedures and statutory guidelines; provides financial system/procedural training and support.

Develops, evaluates, and implements fiscal policies. Performs complex fiscal analysis; provides process improvement recommendations, required management/executive reporting, and management presentations. Performs as Lead subject matter expert in assigned area of expertise; provides training, support and direction to fellow team members and county staff.

Requires independent judgment, analytical skills and technical knowledge of financial and administrative systems; the ability to communicate effectively orally and in writing, and to establish collaborative working relationships.

Additional Duties:

In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

MINIMUM QUALIFICATIONS:

Bachelor's Degree, preferably in public or business administration, finance, accounting, or a closely related field, and four (4) years' experience required. A Masters in Public Administration or Certified Governmental Finance Officer (CGFO) or Certified Governmental Financial Manager (CGFM) preferred.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Experience working in JD Edwards highly preferred.

For more information and to apply online visit:

<https://www.governmentjobs.com/careers/seminolecountyfl/jobs/1755835/financial-manager-system-management>