**Position Summary:**

Perform functions to coordinate, direct, and control the financial operations for the St. Lucie County Tax Collector’s office. Develops, evaluates, and implements departmental operations, policies, and procedures to maximize efficiency and effectiveness.

**Essential Functions:**

* Establish financial policy in keeping with statutory requirements and internal policy and direct financial operations including closing processes, coordination of annual external financial audit and other required financial reports. Plan for, monitor, and control all aspects of accounting for revenue, expenditures and fund balances to ensure compliance with budget, overall fiscal requirements, GAAP, and other statutory, regulatory and internal requirements;
* Work from strategic plan and consultation with the Tax Collector and the Chief Deputy to define budgetary requirements and lead the annual budgeting process. Prepare monthly analysis of revenues and expenditures to ensure adherence to budget;
* Performs highly advanced finance work; interprets the Tax Collector’s financial records; manages funds and investments;
* Administers banking contracts and oversees banking procedures for the organization;
* Process fiscal year-end excess fees calculation;
* Oversee the preparation of all reports required by the Department of Revenue in reference to property taxes;
* Directs, manages, and evaluates department supervisory staff; confers with staff regarding concerns and/or problems; directs work, counsels, and disciplines; completes and reviews performance evaluations;
* Act as a proxy for the Tax Collector on County committees, including Insurance Committee and Deferred compensation committee;

**Other Duties:**

* Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements;
* Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies;
* Perform other related duties as assigned

**Competency:**

* Proven depth of knowledge of Finance in Public Administration and governing regulations and requirements. Deep understanding of public administration and related regulations, financial constraints, and operations;
* Knowledge of the Florida Statutes and ordinances relating to financial and budget responsibilities;
* Demonstrate excellent positive listening, oral, and written communication and customer service skills to consistently represent the Tax Collector’s Office to all constituents in a manner that meets or exceeds defined standards;
* Recognized team builder and leader with demonstrated people and system management skills;
* Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills;
* Highly skilled user of Microsoft Office Suite and other specialty software;

**Education/Experience Requirements:**

* Bachelor’s degree required in Accounting, Business Administration, Public Administration or closely related field. Master’s degree in Business Administration, Finance, or a CPA is desirable;
* Minimum of ten years of experience in financial leadership with exposure to other administrative functions and strong leadership and management experience;