

## **Office Director**

This is work directing all the activities of the Office of Financial Services.

Job duties include:

- Manages and coordinates all functions in the Office of Financial Services.
- Establishes and maintains procedures for the development of long and short-range financial plans while ensuring compliance with statutorily mandated requirements.
- Monitors the development and implementation of systems, programs and controls for budgeting, accounting, and procurement services.
- Participates in major policy planning and administration in the District.
- Oversees the activities for budget presentations and statutorily mandated budget reporting to the Governing Board, public workshops and public hearings ensuring compliance with Florida Statutes.
- Reviews financial performance and analyzes variances comparing projected versus actual.
- Actively participates in the District's strategic planning process.

Minimum Qualifications:

A bachelor's degree from an accredited college or university with a degree in Accounting, Finance, Business or Public Administration and seven years of progressively responsible management experience, two of which must have been in a supervisory capacity.

A master's degree from an accredited college or university in Accounting, Finance, Business or Public Administration can substitute for one year of the required non-supervisory experience as described above.

A doctorate degree from an accredited college or university in Accounting, Finance, Business or Public Administration can substitute for two years of the non-supervisory required experience.

Professional experience as described above can substitute on a year- for-year basis for the required college education.

General Information:

Your application will receive careful consideration and, if selected for an interview, you will be contacted to schedule an appointment. St. Johns River Water Management District participates in E-Verify. E-Verify is an internet based system that allows businesses to determine the eligibility of their employees to work in the United States.

Salary range: \$97,000. - \$112,000.

Starting salary commensurate with selected candidate's competencies and qualifications.

Equal Employment Opportunity/Veterans' Preference/Drug-Free and Tobacco-Free Workplace

Position is open until filled.