

Fiscal Consultant III: Reporting to the Director of Transit, this position will function as the Compliance Administrator for Sarasota County Area Transit (SCAT), providing all fiscal (including cash handling) and budgetary project management, including grants analysis and oversight of Federal and State requirements for compliance of goals and reporting requirements for Disadvantaged Business Enterprise (DBE). This position works closely with the Office of Financial Management and requires strong fortitude and leadership skills.

Duties:

- Responsible for grant management and analysis of FDOT and FTA and other grant sources. Responsible for the compilation of data for required ongoing reporting on grant monies expenditures. Responsible for the preparation and management of SCAT Budget and Civil Rights program. Responsible for managing the fiscal portion of transit related agreements.
- Leads and directs the administrative activities of the unit. Responsible for the cash handling activities of the unit to assure that policies, procedures and all internal control measures are in place and adhered too. Also, communicates County administrative policies, procedures and systems to managers and supervisors in the unit. Represents the position of the unit during the development of standardized County-wide administrative systems and policies. Independently plans, organizes and implements the administrative programs for the unit. Also, serves as liaison for the strategic planning for Transit. Attends department meetings, and other high level meetings for information sharing and dissemination to the Transit unit. Collaborates with OFM management and staff to ensure that consistent fiscal guidance is being shared and followed.
- Oversees and delegates work to the Fiscal staff, prepares performance evaluations and job descriptions on subordinate staff and initiates personnel actions. Responsible for the management and administration of all customer service representatives located at transfer stations and other future locations. Coaches and mentors staff on an on-going basis.
- Researches, develops, inputs into Gov/Max, analyzes and monitors the grant, capital and operating budgets and financial information for the Transit department. Participates in preparations for BCC budget meetings by briefing managers, preparing documents, spreadsheets and presentations, and attending meetings for back-up to presenters. Responsible for annual preparation of National Transit Database report, Annual Operating Reports and other reports as required by grantor agencies.

Minimum Qualifications: A Bachelor's Degree from an accredited college or university required in Finance, Business Administration, Economics, Statistics or a related field and seven (7) years of related experience. A Master's Degree in Finance, Business Administration, Economics, Statistics or related field preferred. Related professional experience or certifications may substitute for the required education. Supervisory experience required per the job description. Advanced Professional certification highly preferred.

Preferred Qualifications: Knowledge of Sarasota County Government procurement processes and practices.

Job Competencies: Ability to develop and manage program budget; ability to analyze moderately complex budget issues, ability to prepare business plans and enter data into GovMax; ability to manage/lead a unit project/program/team; ability to set program goals and manage timelines; ability to calmly respond to high level, controversial issues; ability to educate and train internal/external customers; ability to coach, mentor and develop support staff; ability to demonstrate excellent time management skills; ability to develop and ensure compliance of principles, policies and practices; ability to set objectives/goals and timelines; ability to develop schedules and assign work assignments.

Salary: \$52,000 - \$71,000

Link to Apply:

<https://chm.tbe.taleo.net/chm01/ats/careers/v2/viewRequisition?org=ADVANCE&cws=40&rid=3499>