

(NEW TITLE: DEPARTMENT DIRECTOR)
CHIEF FINANCIAL OFFICER

CODES/PAY RANGE

Class Code: 3300 EEO Code: A Pay Range: A

MAJOR FUNCTION

Highly responsible administrative financial management work directing the activities of the County's financial services: Accounting, Management and Budget, Purchasing, Revenue and Treasury; and directing delivery of the County's administrative services: Facilities, Fleet Management, Information Technology and Personnel.

ILLUSTRATIVE DUTIES

(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 if the work is similar, related, or a logical assignment of the position.)

Serves as a chief advisor to the County Manager. Responsible for maintaining an internal control structure designed to ensure that the assets of the organization are protected from loss, theft or misuse. Ensures that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles and government accounting standards. Oversees the preparation of the financial reports, financial planning, and treasury management. Responsible for the development of short-term and long-term financial plans. Manages the County debt structuring and bond initiatives. Coordinates activities of financial consultants and the external audit. Provides strategic financial direction to the organization.

Oversees the development and implementation of the County budget and the budgeting process. Serves as a liaison to internal and external agencies on issues involving the County budget and internal financial and administrative services. Ensures the efficient and economic delivery of financial and administrative services to internal and external customers. Reviews operating policies and service standards of subordinate divisions.

Oversees functions normally performed by the Tax Collector in other Florida counties. Performs all fiscal functions and duties performed by the elected Clerk of the Court as ex-officio clerk to the elected board in other Florida counties.

Plans, evaluates and directs organizational policies, programs and operations through division and activity directors. Directs and reviews the preparation and implementation of division budgets. Advises division and activity directors on special assignments and projects, difficult situations and policy definition.

Serves as liaison to internal and external agencies on issues involving County finances and financial services. Ensures the efficient and economic delivery of financial services to internal and external customers. Reviews operating policies and service standards of subordinate Divisions and agencies.

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Fosters and implements intergovernmental partnerships and joint endeavors. Serves as County representative to government agencies, advisory boards, interest groups and the general public. Makes presentations to County Council, citizen groups and advisory boards.

Directs and reviews special studies and projects assigned by the County Manager. Oversees research and data collection, analysis and publication of special studies and reports. Directs preparation of special financial statements and reports for the information and guidance of County officials.

Performs related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of principles, practices and techniques of management and public administration. Knowledge of County codes, ordinances and administrative policies. Knowledge of sound financial administration and planning. Knowledge of generally accepted accounting principles, government accounting standards, and financial accounting standards.

Ability to analyze and interpret fiscal data and prepare appropriate statements and reports. Ability to identify and meet goals and objectives. Ability to supervise and manage subordinate employees, consultants, and advisors. Ability to prepare accurate analysis, reports and recommendations. Ability to establish and maintain effective working relationships with officials, citizens, the media, consultants, employees, etc. Ability to effectively communicate both orally and in writing. Ability to exercise good judgement and initiative in the development and implementation of plans and procedures and in participation in the formulation of policy.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration, Finance, Economics or closely related field and five years progressively responsible management experience in the administration of a large public sector or private sector organization. Possession of a Certified Public Accountant (CPA) certificate or Certified Government Financial Officer (CGFO) certificate can be substituted for two years of experience.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to talk.

Mental Demands: Ability to read and comprehend financial reports and documents; legal documents, statutes, ordinances; memos, instruction manuals. Ability to write business letters, financial reports; evaluations, opinions, memo, summaries. Ability to speak clearly, concisely relating information, details and procedures to laymen; conversant in theory and practices of profession; public and extemporaneous speaking. Ability to perform advanced mathematical functions.

Environmental Demands: Inside work.

11/00 Rev. 5/01