

# **PARKS & CONSERVATION RESOURCES FINANCE MANAGER**

<b>Job Code</b>	<b>Pay Grade</b>
<b>14956</b>	<b>SM4a</b>

## **Nature of Work**

This is highly responsible professional accounting and administrative work managing the activities of the Fiscal Operations of the Parks & Conservation Resources Department. An employee in this class is responsible for the preparation and monitoring of all operating and capital budgets and fiscal controls, strategic financial planning, and supervision of professional accounting and clerical staff. Work is performed under the general supervision of the director with considerable independent judgment and initiative exercised in carrying out the daily operations of the division.

## **Minimum Qualification Requirements**

- 8 years experience in professional accounting and administrative work in an automated environment that includes 1 year as team leader, supervision or supervisory training; or
- Associate's degree in business administration or accounting or related field and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## **Appointing Authority May Also Require**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## **Illustrative Tasks (These are examples and are not all inclusive.)**

- Directs the accounting, budgeting and fiscal operations of the department.
- Supervises accounting personnel engaged in support activities such as purchasing, budget preparation and property inventory control.
- Interviews, hires, trains, evaluates, and disciplines subordinate staff.
- Prepares financial, management, and budget reports in accordance with accepted principles of accounting; prepares annual operating and Capital Improvement Program (CIP) budget for department.
- Assists with reviewing contracts, preparing specifications and negotiating contract terms with department vendors; tracks vendor payments.
- Administers grant activity, including review of expenditures, periodic reports and requests for reimbursement.
- Coordinates with the Finance Department the recording of all transactions to meet the requirements of general ledger accounting and budget development.
- Performs related work as assigned or required.

## **Knowledge, Skills, and Abilities**

- Knowledge of the principles, practices and procedures of public administration as applied in a large governmental organization.
- Knowledge of principles and practices of accounting as applied to financial management.
- Knowledge of the laws, rules and regulations controlling budgetary fiscal recordkeeping and contract procedures of county government.
- Knowledge of electronic data processing budgeting, accounting and financial management systems and the ability to direct the programming effort on new systems.
- Ability to apply computer applications and software.

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**(continued)**

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## **Knowledge, Skills, and Abilities**

- Ability to prepare complex financial reports and statements and analyze financial transactions for appropriate journal entries or budget amendments.
- Ability to assign, instruct, review, and re-evaluate work assignments of accounting and clerical personnel in a manner conducive to outstanding performance and high morale.
- Ability to establish and maintain effective working relationships as necessitated by assignments.
- Ability to effectively analyze and solve complex budgeting and financial management problems.
- Ability to communicate effectively, both orally and in writing.

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<b>Revised</b>	<b>EEOC Code</b>	<b>Overtime Code</b>
10/10	Officials & Managers	Exempt