

## CHIEF DEPUTY DIRECTOR FINANCE DIVISION

Job Code	Pay Grade
19120	150

### Nature of Work

This is highly responsible professional, administrative and technical management work with responsibility for directing the functions assigned to the Finance Division for the Pinellas County Board of County Commissioners (BCC) and the Clerk of the Circuit Court and Comptroller (Clerk). An employee in this class directs the BCC and the Clerk's accounting, finance, and payroll functions, and the Clerk's fiduciary accounting and Clerk's budget functions. This position also directs staff that represents the Clerk as clerk and official record-keeper to the BCC and other such boards and agencies as required by law or board policy at public meetings. This position is responsible for establishing and maintaining sound financial policies and procedures in accordance with generally accepted accounting principles (GAAP) for governments and in compliance with applicable statutes, laws and regulations. Supervision is exercised over subordinate supervisors in both the exempt and classified service. Considerable independence of actions and judgment are inherent at this level. This position reports to and takes direction from the Clerk.

### Minimum Qualification Requirements

- Bachelor's degree in accounting and possession of a current license as a United States certified public accountant (CPA) plus 10 years responsible experience in governmental accounting and finance work that also includes a combination of 5 years administrative and supervisory experience; 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.)

- Assigns and directs the work of the Finance Division responsible for the BCC and Clerk's accounting, finance, and payroll functions, and the Clerk's fiduciary accounting and the Clerk's budget functions including revenue forecasting, in accordance with GAAP.
- Represents the Clerk as Clerk to the BCC and other boards and agencies as required by law or board policy, including recording meetings, developing minutes, and keeper of official records of the BCC.
- Directs the administration and monitoring of the budgetary control within the financial records during the operating year, including the review of revenue, expenditures and fund balance in compliance with budget.
- Directs the investment of county funds pursuant to the ordinances and policies of the BCC and procedures established by the Clerk.
- Develops and maintains effective internal controls in all financial areas such as revenue, accounts receivable and cash receipts; expenditures, accounts payable and cash disbursements; payroll and payroll disbursements, fixed assets, inventory, cash and investment management, general ledger maintenance, financial reporting, fiduciary accounting and development and maintenance of fee schedules, etc.
- Directs and supervises the hiring and training of personnel, employee evaluation, and work assignments.
- Directs and supervises monthly, quarterly and year end reconciliation and closing processes including coordination of annual external financial audit process and the preparation of the county's Comprehensive Annual Financial Report (CAFR), and the Annual Financial Report, and other required financial reports in accordance with GAAP and other statutory, regulatory and internal requirements.
- Directs staff responsible for contract review, contract pre-audit and contract and grant monitoring, and development fee schedules in compliance with laws, regulations, ordinances, public purpose, etc.

## CHIEF DEPUTY DIRECTOR FINANCE DIVISION (continued)

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### Illustrative Tasks (continued)

- Coordinates work of the Finance Division staff in support of financial audits performed by internal auditors and external regulatory agencies of BCC and Clerk operations.
- Collaborates with County Administration in the issuance and administration of county debt, in compliance with applicable laws and regulations, including service of debt, monitoring compliance with debt covenants, arbitrage rebate compliance, etc.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the Florida Statutes and Pinellas County ordinances relating to financial and budget responsibilities assigned to the Clerk.
- Knowledge of generally accepted accounting principles, practices and procedures for governmental entities and ability to apply such knowledge in financial accounting and reporting.
- Knowledge of the laws, rules, and regulations controlling budgetary and financial recordkeeping, contract compliance, and ability to interpret laws and regulations and apply in applicable financial operations including development and maintenance of fee schedules in fiduciary accounting operations etc.
- Knowledge of enterprise resource planning and financial systems and recordkeeping systems and ability to design, maintain and utilize systems in a large government environment.
- Ability to plan, organize and direct the work of subordinate supervisors in a manner conducive to full performance and high morale.
- Ability to promote and maintain effective working relationships with members of the BCC, the County Administrator and department directors, the Constitutional Officers, and the general public.
- Ability to research, keep abreast of and apply best practices in the financial and recordkeeping functions.
- Ability to analyze financial and business transactions and operations and make decisions, adjustments and/or recommendations as appropriate.
- Ability to prepare complex reports and analyses related to areas of responsibility.
- Ability to express oneself effectively, both orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
7/16	Officials & Managers	Exempt