

DIRECTOR, BUDGETING & FINANCIAL SERVICES

Job Code	Pay Grade
19497	CL150

Nature of Work

This is highly responsible management, administrative, and supervisory work for the Clerk of the Circuit Court (CCC). An incumbent in this class is responsible for the financial accounting, budgeting, and other professional assignments. The incumbent conducts revenue and expenditure forecasts in order to effectively project trends and enhance fiscal efficiencies within the organization. The incumbent identifies and resolves technical, financial, and budget issues utilizing Oracle Financials and Hyperion software applications. The position interacts daily with a wide range of officials at various levels including senior management, information technology representatives, purchasing staff, department managers, directors, as well as, finance, accounting, and budget staff. Position responsibilities require the incumbent to complete assignments in conjunction with statewide agencies involving the Clerk of Court Operations Corporation and Florida Court Clerks and Comptrollers. The incumbent prepares, analyses, and monitors state, county and budgets including trust funds. The incumbent analyses financial records and prepares regular and special reports. The incumbent exercises considerable independent judgment and initiative. The incumbent reports to the Chief Deputy Director/General Counsel, Court & Operational Services or designee.

Minimum Qualification Requirements

- Bachelor's degree in finance, accounting, business administration or public administration and 6 years of professional experience performing highly automated and computer technology based governmental accounting work and professional tasks including 1 year of supervision or supervisory training; 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.)

- Prepares financial analysis regarding trends in revenues and expenditures; performs cost/benefit analysis, trend analysis, and other economic forecasting.
- Directs and coordinates long-term and short-term planning efforts for the organization including development and implementation of measurable goals and objectives.
- Prepares financial reports in compliance with applicable laws, rules, and regulations.
- Prepares and analyzes cost allocations.
- Prepares and analyzes budgets for approximately 30 individual major departments and makes recommendations to improve budget processes.
- Develops and monitors department budgets to meet organizational requirements.
- Reviews and approves financial transactions involving capital expenditures.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of data processing principles, methods, and practices.
- Knowledge of federal, state, local, and labor laws, rules, and regulations.
- Knowledge of Florida Retirement System and rules and regulations.
- Knowledge of generally accepted governmental accounting principles, governmental accounting practices and procedures and ability to apply such knowledge to daily transactions.
- Knowledge of government programs, objectives, policies, and procedures.

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Knowledge, Skills, and Abilities (continued)

- Knowledge of governmental accounting principles and practices and ability to apply this knowledge to work situations.
- Knowledge of regulations relating to employee insurance benefits.
- Knowledge of the laws, rules, and regulations controlling budgetary fiscal recordkeeping and contract procedures as well as budget development and control.
- Ability to apply computer applications and software.
- Ability to establish and maintain effective working relationships as necessitated by work assignments and with the managerial staff within the department, management/budget staff, and financial and budget staff of the Constitutional Officers.
- Ability to isolate and analyze significant trends and practices from detailed records and factual material.
- Ability to keep abreast with changes relating to changes in laws, rules, and regulations as they apply to assigned programs and functions.
- Ability to organize and present clearly and concisely, oral and written reports.
- Ability to plan and coordinate budget preparation process with directors and managers within the organization.
- Ability to plan, direct, assign, and supervise the work of subordinate employees.
- Ability to prepare budgets, projections, analyses, and financial statements.

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Created	EEOC Code	Overtime Code
1/13	Officials & Managers	Exempt