



Hardee County, FL

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Budget & Finance Director

Department: Management & Budget
Pay Grade: 123 (\$90,088.44 to \$138,734.43)

JOB SUMMARY

The Budget & Finance Director performs highly responsible supervisory and administrative work directing all accounting and fiscal management functions of the Board of County Commissioners. This position serves as the designated County Budget Officer and performs the duties set forth in F.S.129 relating to the annual budget. Work is performed under the administrative direction of the County Manager.

ESSENTIAL JOB FUNCTIONS

- Plans, manages, evaluates, controls and directs the activities of the Office of Management & Budget.
- Provides oversight of General Services, Department including, Purchasing, Office of Community, Development, County Probation, and the County Library.
- Provides oversight of employee management including hires, terminations, evaluations, management skills training, safety training.
- Establishes procedures for the development of the County’s annual budget and ensuring that the budget is adopted in accordance with applicable Florida Statutes.
- Prepares and maintains a Truth in Millage (TRIM) certified budget throughout the year, which includes working with each department, tracking all project expenses, and amending as necessary.
- Maintains general accounting system for the County government and units thereof.
- Collaborates with the Clerk of Courts Office to ensure the proper collection and recording of County revenues and the proper payment of the County bills.
- Reviews the Revenue and Expenditure portion of the budget on a continuing basis, preparing forecasts so that over-expenditure and shortfalls in revenue will be anticipated.
- Advises Directors and Departments of impending problems and confers with management to avoid conditions which may lead to budgeting imbalances.
- Manages the County’s Special Assessment Program.
- Directs the preparation of the County’s Annual Report.

- Compiles fiscal estimates and fiscal reports. Directs cash management and performs investment activities in cooperation with the Clerk of Courts.
- Administers bond debts and any special trust funds.
- Serves as Budget Officer to the Independent Indigent Health Care Special District Board.
- Prepares reports on County finances as required.
- Works closely with external auditors and the Clerk of Courts to ensure proper reporting of annual financial statement.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires a Bachelor's Degree in the field of Financial Accounting, Public or Business Administration or related field; and five (5) years of increasingly responsible experience in governmental accounting, budgeting, and financial work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Qualifications:

- Must have a home telephone within thirty (30) days of hire.

Licenses, Certifications, or Registrations:

- Certified Public Accountant (CPA) or (CGFO) Certified Government Finance Officer preferred.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of government accounting, budgeting, grant administration and municipal fiscal management.
- Knowledge of management principles and practices.
- Knowledge of ordinances, laws and regulations pertaining to financial operations of the County.
- Ability to communicate in a clear and concise manner.
- Ability to work as a member of a team.
- Ability to prepare complex financial reports.
- Ability to plan, organize and direct the work of professionals and support employees, and to develop improvements in management practices and functions.
- Ability to establish and maintain effective working relationships with other employees, officials and the general public.
- Ability to communicate both orally and in writing.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently or constantly to move objects. Additionally, the following physical abilities are required: Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, pushing, reaching, repetitive motion,

speaking, standing, stooping, talking, and walking. Mental acuity is required for making rational decisions through sound logic and deductive processes. Visual ability is required to operate heavy

equipment and perform activities specific to the job, such as viewing a computer terminal, observation of facilities or structures, and/or inspection involving small parts or operations of machines.

WORK ENVIRONMENT

Work is primarily performed in an office setting with a temperature-controlled environment and no exposure to external environmental conditions.

Hardee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

All Applications with Resume are accepted in the Human Resources Department located at 205 Hanchey Road, Wauchula, FL 33873 or via email:

humanresources@hardeecounty.net

Position is open till filled.