



Issue Date: 1/24/19
Open Until Filled

Finance Director

Property Appraiser – Palm Beach County

Salary Range: \$86,700 - \$151,725 (Exempt)

JOB SUMMARY

This is a highly responsible position that involves advanced financial and management work, which includes responsibility for the planning, supervising, and administering of all financial functions including budgeting, reporting, payroll, banking, fixed asset management, purchasing, internal procedures and controls, and pension plan administration.

The Finance Director manages the operation of the Finance Department and its staff. This position acts independently and reports directly to the Property Appraiser with policy recommendations concerning budget and expenditures.

The Finance Director is a member of the Senior Staff and works with his/her peers to implement and monitor the goals, policies, and procedures of the Property Appraiser.

ESSENTIAL FUNCTIONS *(An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the tasks which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.)*

1. Develops and maintains a comprehensive accounting and financial management system in accordance with generally accepted accounting principles applicable to local government.
2. Prepares and maintains the annual budget for the operation of the office as required by state law and the Department of Revenue.
3. Prepares the annual reports and financial statements of operation for the office in compliance with state law and submits it to the appropriate agencies by the established deadlines.
4. Performs internal audits of the financial management and payroll systems and makes appropriate recommendations to the Property Appraiser.
5. Plans and supervises the accumulation of necessary data to vouch expenditures of the office and pre-audits all vouchers for accountability and compliance.
6. Maintains and updates the payroll and financial management system.
7. By the state mandated deadlines, calculates the amounts billable to the various taxing districts pursuant to state law necessary to fund the operations of the Property Appraiser's office.

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8. Manages payroll and administers the pension plan through the Florida Retirement System and the deferred compensation plan.
8. Implements control procedures such as separation and division of duties, preparation of appropriate forms to establish accountability and establishment of specific authorization or approval signatures to prevent fraud and control loss.
9. Plans, assigns, trains, and supervises the work of finance department staff who are engaged in the recording and classifying of financial transactions with the purpose of maintaining a permanent record of the office's activities.
10. Ensures the accurate preparation and timely filing of all required state and local government filings/reports.
11. Serves as liaison with Palm Beach County Auditor to ensure accurate and timely completion of the annual audit.

ADDITIONAL RESPONSIBILITIES

Perform other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job related criteria)*

1. Thorough knowledge of statutes, rules and regulations, principles and practices, and procedures pertaining to governmental accounting, budgeting, and fiscal operations.
2. Thorough knowledge and command of business English, spelling, arithmetic, financial management systems, and office practices and procedures. .
3. Ability to interpret and explain statutory requirements, rules, regulations and procedures to representatives of other agencies, subordinates and the Property Appraiser, both orally and in writing.
4. Thorough knowledge of governmental accounting theory and systems necessary to the operation of the office.
5. Ability to establish, maintain, and prepare complex records and reports.
6. Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
7. Knowledge and experience in the administration of defined benefit plans and deferred compensation plans, including plan design, reporting and plan qualifications.

8. Ability to plan, assign and review the work of staff engaged in all phases of record keeping and financial activity for the office.
9. Ability to train and supervise the finance department staff.
10. Ability to interact professionally and maintain effective working relationships within the department and with other department heads, government officials, and the public.
11. Ability to explain financial matters to non-financial staff and the public in an understandable professional manner.
12. High-level of knowledge of Excel and Microsoft Office software.

EDUCATION AND EXPERIENCE

A Bachelor's Degree from an accredited college or university with major course work in Accounting, Business Administration or related field.

Five (5) years of progressively responsible professional experience in government accounting and/or financial management affording extensive knowledge of fiscal management, accounting, auditing, budgeting, policy development, purchasing, retirement plans, and payroll.

Formal certification of a Certified Public Accountant (C.P.A.), Certified Public Finance Officer (CPFO), or a Certified Government Finance Officer (CGFO) is required.

Must possess a valid Florida driver's license and vehicle insurance.

PHYSICAL REQUIREMENTS *(This job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to, the following requirements):*

- Typically sit at a cubicle, desk, table or counter.
- Use fingers and hands to operate computer keyboard; enter data into a computer or other keyboard device requiring continuous or repetitive arm-hand-eye movement.
- Occasionally walk, stand, stoop or kneel.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 25 pounds.
- Occasionally ascend or descend stairs.
- Work for sustained periods of time maintaining concentrated attention to detail.
- Remain in a sitting position for extended periods of time.
- Ability to travel to other locations within the County while representing the Office.

WORKING CONDITIONS

- Work is regularly performed in an environmentally controlled office setting.
- May periodically be required to travel to other locations within the County to represent the Office.
- This position may be required to provide support before, during, and after major storm events such as hurricanes or other declared emergencies depending on assigned emergency role. May require after-hours or weekend duty.

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HOW TO APPLY

Visit our website at pbcgov.com/papa and click on Departments, Human Resources. After completing the Employment Application, please email to PA-HR@pbcgov.org.

If you have any questions about this position, please email PA-HR@pbcgov.org.