



# Jefferson County, FL

## The Keystone County

### Board of County Commissioners

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#### **Budget Officer**

#### **DESCRIPTION OF DUTIES**

The purpose of this position is to plan, organize and direct the fiscal operations for the BOCC to include financial accounting, operational and capital budgeting. Develops and implements sound financial practices, ensures compliance with all laws, policies, and procedures. Manages project and financial administration of county grants, large FEMA projects, capital outlay and certain special funds as assigned by the BOCC. Serves as the designated County Budget Officer in accordance with Florida Statute 129.025. Additional duties to be included are to serve as the overseer of the Board's Procurement Policy and manage the Board's leases/contracts. Pay range (depending upon experience) will be between \$65,000.00 and \$100,000.00 including County benefit package.

#### **ESSENTIAL JOB FUNCTIONS**

- Serves as the lead to the BOCC in the annual budget process including: requesting and gathering information from various departments/organizations, performing associated calculations, preparing the budget, planning and providing information at the budget workshops and public hearings, preparing the required legal advertisements for TRIM compliance, monitoring and providing financial updates to the BOCC throughout the fiscal year, and preparing budget amendments for increases/decreases and resolutions for unanticipated revenues.
- Assists external auditors in the review of financial operations by furnishing necessary data. Responds to requests for information and prepares certain financial summaries, tables, and schedules. Specifically, assists in the preparation of the non-financial events section of the management discussion and analysis, the long-term debt schedules, the schedule of State and Federal Assistance, and various millage rate/ad valorem proceeds tables and charts.
- Serves as liaison between the external auditors to facilitate communications, interpret findings and present corrective action plan proposals to the BOCC.
- Annually prepare the County's Capital Improvement Program (CIP) document, Five-Year General Fund Projection, and budget carryovers.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Prepare periodic financial reports and submit to the BOCC; review department reports related to the budget; review, advise and process approved budget amendment requests.



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- Audits, reviews, and approves all accounts payable for the BOCC.
- Coordinate state and federal expenditures and reimbursement processes for grants; respond to related correspondence; coordinate with department managers and State and Federal agencies. This includes review of expenditures to insure appropriateness.
- Coordinate with the Clerk of Court's Office and County Audit firm to ensure budget and financial reports are in sync.
- Coordinate with County Manager to forecast funding needed for personnel, benefits, equipment, materials, and supplies; Develop and maintain budget-related report programs; prepare periodic financial reports to include budget-to-actual revenue and expenditure information; analyze significant variances and present information to County Manager and BOCC.
- Provide responsible staff assistance to the County Manager including on-demand financial analyses, preparation of RFP's, supervisory support and preparation or review of staff reports for BOCC presentation.
- Attend and participate in professional group meetings; stay abreast of new trends and innovation in the fields of budgeting and public finance.
- Coordinates with County Manager and Departments to ensure the County's adopted Procurement Policies.
- Keep current file of current leases and contracts, as well as assisting with keep these contracts and lease current.
- Perform related duties as required.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- Knowledge of governmental accounting principles and practices.
- Knowledge of budget presentation, implementation, and tracking techniques.
- Knowledge of governmental programs, grants, and procedures.
- Knowledge of the functions and operations of county government.
- Skill in written and verbal communications.
- Ability to input and maintain accounting data, files, and records.
- Ability to multi-task and work through complex problems.
- Ability to independently organize and accomplish work responsibilities and tasks.



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- Ability to establish and maintain effective working relationships with the BOCC and other employees.
  - Ability to drive and operate a motor vehicle and perform project Inspections as needed
  - Knowledge of internal control practices and procedures.
  - Knowledge of federal and state requirements related to the collection of revenues. Knowledge of State and Federal procurement laws.
  - Knowledge of policy development and implementation.
  - Knowledge of the principles and practices of government financial management

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Accounting, Finance, Economics, or related field; and five (5) years of experience in governmental finance and administration; or any combination of training and experience which provides the required knowledge, skills, and abilities to perform the job. A masters' degree in one of the above areas, or possession of a CPA or CIA certificate may substitute for one year of the required experience. Those with government experience specifically in government accounting principles are strongly preferred.

### **WORK ENVIRONMENT**

Work is primarily in an indoor environment typically at a desk operating a computer but can also involve site visits to future and/or current projects.

### **PHYSICAL DEMAND**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift and move objects. Additionally, the following physical abilities are required: communicate using speech; visual acuity, and hearing; and sufficient dexterity, stamina, and mobility.