

## **Pasco County Mosquito Control District, Odessa FL**

### **Description of Occupational Work – Finance Manager**

The position of Finance Manager oversees the daily operations of the District finances and other assigned duties within the Pasco County Mosquito Control District. The position primarily functions as the Finance Manager and reports directly to the Executive Director.

The Finance Manager develops and maintains the District budget and manages the audit process(es) as well as submits State forms necessary to comply with all Truth in Millage (TRIM) and Florida Department of Agriculture and Consumer Services (FDACS) requirements prior to established deadlines.

The Finance Manager is also responsible for keeping up to date and informed of any new products, programs, and policies related to financial activities.

Employee is expected to work independently of supervision and is required to exercise initiative, tact, and good judgment in carrying out their duties. Technical advice is available from the Executive Director as needed.

### **ESSENTIAL FUNCTIONS**

- Maintains computerized bookkeeping systems and financial records and reports for the District according to established accounting regulations; including general ledger, asset records, accounts receivable, and accounts payable ledgers.
- Participate in all aspects of the development of a budget and provide direct assistance to the Executive Director in the preparation of the annual budget including but not limited to researching anticipated changes in insurance, COLA, and chemical costs, analysis of current and anticipated recurring spending, forecasting bank balances for fiscal year end, and anticipating future needs as they pertain to personnel expenditures and capital improvements. Monitor applicable laws to assure compliance with TRIM, FDACS, and other regulations throughout the budget process.
- Manage all revenue funds, maintain and reconcile all District bank accounts including purchasing cards and investments of surplus funds.
- Prepare materials for monthly and special Board of Commissioner's meetings and attend and actively participate in all meetings; reviewing agendas, taking minutes, productively contributing to the discussions at hand when needed, verifying information being discussed if necessary, etc.
- Oversee the advertising and posting requirements for Board meetings, transcribe meeting minutes from tape to permanent record, and notify Commissioners of any legislative changes affecting them.
- Prepare budget amendments, resolutions, and Board packages for Executive Director's review and approval.
- Monitor budget at a minimum of monthly throughout the fiscal year to assess spending trends. Work directly with Executive Director and Department supervisors to administer and manage funds against projected operating expenses.
- Responsible for meeting and maintaining compliance with all state and federal statutes, Government Accounting Standards Board (GASB), and other regulations and requirements related to government finances including all TRIM, FDACS, and Special Taxing District reporting

requirements and associated documentation such as monthly reporting, resolutions, and publications. Review all financial reports for accuracy.

- Responsible for all aspects of Accounts Payable, including managing all Purchase Orders, Requisition Forms, Packing Slips, and Invoices. Verify purchases made and orders received prior to issuing payments to vendors. Employee acts as a liaison between the District and its vendors regarding any issues or concerns with purchases. Employee maintains and verifies all credits owed to the District as they apply.
- Responsible for maintaining current knowledge in industry trends by attending seminars as needed to keep abreast of changes pertaining to all job duties.
- Process bi-weekly payroll through ADP Workforce Now Time and Attendance.
- Responsible for updating all payroll/promotion/deduction activity.
- Calculate and enter year-end adjusting journal entries for accrual-based accounting. Compile necessary data and files for year-end audit and submit to auditor. Schedule date for on-site field work; be available to answer questions, communicate with auditor throughout audit process, review audit draft for corrections prior to submittal to Board, ensure all state filing and posting requirements for approved audit are met.
- Serve as the District's Retirement Coordinator for the Florida State Retirement System (FRS).
- Coordinate with plan administrator for the District's 457(b) Deferred Compensation Plan.
- Oversee and provide direct assistance for development and execution of competitive cost bids, RFPs, and RFQs for review by the Executive Director and presentation to the Board and oversee processing of approved bids. Generate and proof advertisements and addenda prior to submittal or issuance.
- Responsible for negotiating contracts and agreements with vendors as necessary and maintaining relationships.
- Assist in the management of other District projects as needed.
- Act as the District's representative to Brokers, Bankers, Auditors, etc.
- Perform duties of administrative staff in their absence, including but not limited to general customer service, answering phones, entering data, receiving packages, monitoring security system, etc.
- Demonstrate discretion and maintain confidentiality of information collected regarding the public; effectively interact and communicate with the public and District staff; read and comprehend legal documents and statutes.
- Prepare required ads for newspaper publishing as needed.
- Employee shall represent the Mosquito Control District in a professional manner to peers, the general public, and associations at all times and refer all inquiries outside of area of expertise back to the appropriate person at the District.

## KNOWLEDGE, SKILLS, AND ABILITIES

The intent of the listed knowledge, skills, and abilities is to give a general indication of the core requirements for all positions in the administrative realm; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Advanced knowledge of business methods, practices and bookkeeping.
- Thorough knowledge of accounting functions as they pertain to District finances.
- Create and maintain financial reports and can work well with Auditors.
- Thorough knowledge of the Department of Revenue's TRIM process.
- Knowledge of federal and state laws, rules, and regulations applicable to the mosquito control profession.
- Ability to understand, interpret, and carry out written and verbal instructions in an effective, safe, and efficient manner.
- Ability to communicate effectively and professionally, both verbally and in writing.
- Considerable knowledge in principles of accounting and financial statements as well as the ability to review financials and make necessary adjusting journal entries; create and maintain financial reports.
- Knowledge of and proficiency in Microsoft 365, QuickBooks software and ADP Workforce Now.
- Ability to analyze and evaluate problems and recommend solutions.
- Ability to maintain extreme confidentiality regarding sensitive information.
- Reliability and self-motivation.
- Comprehensive understanding of financial markets
- Budget management
- Understanding of business models
- Ability to meet project deadlines
- Analytical problem-solving
- Excellent presentation skills.
- Superior problem-solving skills and strategic thinking.
- Strong leadership qualities.
- Knowledge of District policies and procedures.
- Skill in maintaining effective, positive working relationships.
- Ability to plan, delegate, train, and review the work of others to achieve program goals as well as the ability to develop a professional training program if needed.
- Ability to evaluate issues and explain rules and regulations.

## **JOB REQUIREMENTS**

Applicants must have education, training, and/or experience demonstrating competence in each of the following areas:

- Possess a Bachelor's degree in Accounting, Finance, Business Administration, or related field from an accredited institution.
- Minimum five (5) years of experience in accounting, budgeting and payroll processing.
- Minimum of three (3) years governmental finance management experience in a unit of federal, state, or local government.
- Experience in managing Florida State Retirement and 457b Deferred Compensation retirement plans.
- Advanced knowledge in business methods, standard accounting practices, and bookkeeping.
- Proficiency in computer operations, file management and directory structure, Microsoft 365, QuickBooks software and ADP Workforce Now.
- Experience in applying general office practices, laws, rules, regulations, standards, policies, and procedures.
- Advanced knowledge and understanding of various insurance policies and how they pertain to the coverage of the District's property and operations.
- Experience in narrative report writing and ability to create training programs as needed.
- Knowledge of using an automated information system to enter, update, modify, delete, retrieve/inquire, and report on data.
- Legally allowed to work in the United States.
- Successfully pass the Florida DACS Public Health Pest Control Applicators exams (Core and Public Health) within 6 months of hire date.
- Must be able and willing to work at times outside of the regular scheduled workweek to include evenings, weekends and holidays.

## **COMPENSATION AND SALARY RANGE**

- This is position pays an annual salary rate and is exempt from overtime. The pay range is determined based on a combination of experience, level of knowledge and overall ability to fulfill the position as described. Raises are reflective of COLA and merit.
- Employees of this class shall receive medical benefits and are eligible for enrollment in the Florida Retirement System.

**Physical Requirements/ Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Physical Requirements:** Moderate-to-strenuous physical activity is required on a periodic basis including lifting, carrying up to fifty pounds, reaching and pulling with arms, stooping, squatting, walking, kneeling, bending, standing, climbing in and out of various equipment and vehicles and climbing up and down ladders. Must be able to use hands and fingers to type, grip and operate a variety of automated/computer related equipment. Must be able to endure long periods of sitting at a desk and working with computer monitors.

**Work Environment:** The work environment varies but normally is indoors and typically climate controlled but may occasionally not fulfill this aspect. Occasional local travel is required. Noise level is usually low.

**Additional Notes:** Our organization will change to meet the needs of public health, environmental conservation, and the District, as such, expect, anticipate, and assume that this job description will change to meet these challenges.