

Indian River Mosquito Control District

Job Description

Job Title: **Finance Director**

Pay Grade: 114

Program: Administration

FLSA Status: Exempt

Reports to: Executive Director

Last Updated: 3/11/2021

General Scope of Work

To ensure the smooth operation of the District financial and administrative operations. Assist with establishing and overseeing District policies and procedures. Develop the budget and manage the audit process. Submit and complete all State forms necessary to comply with all Truth in Mileage (TRIM) and FDACS requirements and deadlines. Prepare year-end reports and journal entries. Supervise the Fiscal Coordinator, Payroll/Benefits Coordinator positions, and the contract bookkeeper.

Essential Functions (without accommodations)

The listed essential functions are intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude the District from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintains computerized bookkeeping system according to established accounting regulations. These include general ledger, asset records, accounts receivable and accounts payable ledgers. Acts as Purchasing Agent when needed.
- Manages all revenue funds, maintains, and reconciles various bank accounts and investment of surplus funds.
- Responsible for all records pertaining to multiple District insurance policies including vehicle, and property liability. This includes but is not limited to contact with agents, filing claims and final audits.
- Review property, and equipment records and assists in determining obsolescence, schedules retirement of assets.
- Prepares financial statements and required state and financial activity reports monthly.
- Responsible for meeting compliance requirements with all applicable federal, state, and local regulations related to government budgets including FDACS, TRIM and special taxing districts. Prepares required ads for newspaper publishing.
- Must maintain current knowledge of all state and federal statutes, Government Accounting Standards Board (GASB) and other regulations and requirements. Be willing to attend seminars as needed to keep abreast of any changes pertaining to all job-related duties.
- Manage District financial matters according to established accounting, state, and federal regulations. Oversee complete payroll, accounts payable and receivable processes. Review for accuracy all financial reports. Prepare budget amendments, resolutions and Board amendment package for Executive Director's review and approval.
- Train and supervise the Fiscal Coordinator and Payroll and Benefits Coordinator, participate in the hiring process, perform bi-annual employee evaluations. Oversee and perform duties of the Fiscal Coordinator and Payroll and Benefits Coordinator position in their absence.
- 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 the audit process. Review audit draft for corrections prior to submittal to Board. Ensure all state filing and posting requirements for approved audit are met.

- Participate in all aspects of the development of a \$6M+ budget. Research anticipated changes in insurance costs, COLA, chemical and capital expenditures. Generate multiple options for the annual local, state and OPEB budgets to be presented to the Board for approval in July and September. Monitor applicable laws to assure compliance with FDACS, TRIM and other regulations throughout the budget process.
- Oversee bids, RFPs and RFQs for review by the Executive Director and presentation to the Board. Oversee and aid the Payroll and Benefits Coordinator in processing approved bids. Proof advertisements and addenda, if any, prior to submittal or issuance.
- Attend monthly and special meetings of the Board of Commissioners. Assist the Executive Director in preparing for Board meetings and setting the agenda. Oversee the advertising and posting requirements for Board meetings. Notify Commissioners of any legislative change affecting them.

Required Qualifications:

- Bachelor's degree in Accounting, Business Administration, or related field
- Minimum three years supervisory accounting, budgeting, or equivalent governmental financial management experience in a unit of Federal, State or Local government
- Advanced knowledge of business methods, practices, and bookkeeping.
- Working knowledge of all office practices, procedures, and equipment.
- Maintain District clerical records and to prepare reports from such records.
- Ability to meet the public and maintain effective working relationships with all employees.
- Create and maintain financial reports and can work well with Auditors.
- Business English, spelling, punctuation, letter & memo writing.
- Proficient in computer operation, file management and directory structure. Skilled in MS Windows software and programs and QuickBooks® accounting software.
- Must have supervisory skills, be able to delegate responsibilities, motivate and evaluate personnel.
- Work flexible hours as needed; work late, weekends, nights, and holidays to fulfill the requirements of the District.
- Must have a valid Class E Driver's License and a clean driving record.

Preferred Qualifications:

- Industry certifications such as a Certified Public Finance Officer (CPFO)

Training & Licensing:

- Must have a Public Health Pest Control license within six months of employment.

Working Conditions

- Work is performed mainly at the District's office. Attendance at out-of-town meetings, classes, and other events, some of which involve overnight stays at venues determined by the District, is occasionally required. Good vision and hearing with or without correction. Manual dexterity necessary to manipulate small equipment and tools, and to use a computer keyboard for extended periods of time. This position is such that the person filling it will be expected to perform light work from time to time (exerting up to 20 lbs. of force frequently to lift, carry, push, pull, or otherwise move objects).