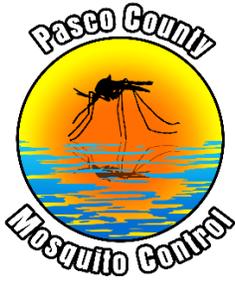


PASCO COUNTY MOSQUITO CONTROL DISTRICT



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BOARD OF COMMISSIONERS
MATTHEW ABBOTT
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JOB OPENING

FINANCE MANAGER - The position of Finance Manager oversees the daily operations of the District finances and administrative office and all assigned duties within the Pasco County Mosquito Control District. The position primarily functions as the Finance Manager and General Office Manager with supervisory responsibilities. The position requires the effective management of one (1) or more full-time employees.

The Finance Manager develops and maintains the District budget and manages the audit process 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 training new Administrative team members and directing and providing guidance to subordinates in the performance of their duties and responsibilities, as well as keeping present employees up to date and informed of any new products, programs, and policies.

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 Operations Director and Executive Director as needed.

JOB REQUIREMENTS for Finance Manager

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 of three (3) years supervisory accounting, budgeting, or equivalent governmental finance management experience in a unit of Federal, State, or local government.
- Advanced knowledge in business methods, standard accounting practices, and bookkeeping.
- Proficiency in computer operations, file management and directory structure, Microsoft Office Suite and QuickBooks software.

- 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.
- Knowledge and experience in supervisory skills which includes planning, ability to delegate responsibilities, motivating staff, reviewing and evaluating the work of others.
- Must be able and willing to work at times outside the regular scheduled workweek to include evenings, weekends, and holidays.

The salary range for the Finance Manager is \$63,336 - \$94,993, commensurate with experience. This is an exempt position, employees with this classification are not eligible for overtime.

Employees of this class shall receive medical benefits and are eligible for enrollment in the Florida Retirement System.

The Pasco County Mosquito Control District will be accepting applications through close of business on February 22, 2022 or until a suitable candidate is found. Send resume and completed application to ARogers@PascoMosquito.org



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 administrative office and all assigned duties within the Pasco County Mosquito Control District. The position primarily functions as the Finance Manager and General Office Manager with supervisory responsibilities. The position requires the effective management of one (1) or more full-time employees.

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ESSENTIAL FUNCTIONS

Essential functions are fundamental, core functions of the position and are not intended to be an exhaustive list of all job duties. These documents are descriptive and not restrictive; incumbents can complete job duties of similar kind not specifically listed here.

Finance Management:

- Maintain all current 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.
- 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.
- Prepare budget amendments, resolutions, and Board packages for Executive Director's review and approval.
- Manage District financial matters according to established accounting principles and responsible for meeting and maintaining compliance with all state, federal, and local regulations related to government budgets 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 and adherence to all state and federal statutes, Government Accounting Standards Board (GASB), and other regulations and requirements and must maintain current in industry trends by attending seminars as needed to keep abreast of changes pertaining to all job duties.
- Responsible for functioning as the liaison to payroll company by providing confirmation of employee time entries on payroll related items.
- Responsible for updating all payroll/promotion activity within payroll software.
- 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.
- Oversee and provide direct assistance for development and execution of 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.

Office Management/Employee Relations:

- Oversee day-to-day Administrative operations.
- Act as the District's representative to Brokers, Bankers, Auditors, Insurance Agents, etc.
- Serve as Records Retention Agent as well as the Public Records Request Officer for the District.
- Ability to direct, supervise, and evaluate the work of subordinates and responsible for training new hires within the Administration department. Perform annual employee evaluations.
- Prepare materials for monthly and special Board of Commissioner's meetings and attend and actively participate in all meetings; creating 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.
- Review, maintain, and renew all District insurance policies and is responsible for all records pertaining to said policies including, but not limited to pollution, vehicle and property general liability, and workers compensation, including contact with agents, filing claims, and final audits.
- Responsible for functioning as the liaison to the Human Resource firm by providing information to establish and maintain personnel records.
- Serve as the District's Retirement Coordinator for the Florida Retirement System (FRS).
- Coordinate with the Plan Administrator for the District's 457 Deferred Compensation Plan.
- Oversee and 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.
- Work with the Executive Director to develop and maintain organizational policies and procedures and update the District's Employee Manual.

- 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.

- 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.
- Thorough knowledge of basic accounting functions as they pertain to District finances.
- Thorough knowledge of the Department of Revenue's TRIM process.
- Knowledge of and proficiency in Microsoft Office Suite and QuickBooks software.
- Ability to supervise and evaluate subordinate Administrative staff effectively.
- Knowledge and understanding of all District insurance policies, how to process claims, perform periodic audits of coverage, etc.
- Ability to analyze and evaluate problems and recommend solutions.
- Ability to maintain extreme confidentiality regarding sensitive information.
- Ability to effectively manage the daily activities of subordinate personnel while maintaining high levels of productivity and morale.

In addition to the above knowledge, skills, and abilities, the Finance Manager requires:

- Reliability and self-motivation.
- Superior problem-solving skills and strategic thinking.
- Strong leadership qualities.
- Knowledge of District policies and procedures.
- Skill in maintaining effective working relationships.
- Knowledge of supervisory principles and practices.
- Skill in developing subordinate personnel to their fullest potential.
- 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 need be.
- Ability to evaluate issues and explain rules and regulations.

JOB REQUIREMENTS

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- 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.
- Knowledge and experience in supervisory skills which includes planning, ability to delegate responsibilities, motivating staff, reviewing and evaluating the work of others.
- Must be able and willing to work at times outside the regular scheduled workweek to include evenings, weekends, and holidays.

COMPENSATION and SALARY RANGE

1. The salary for the Finance Manager falls within the District's 111 pay grade. Employees with this classification are exempt and not eligible for overtime. Salary of new hires may observe more aggressive adjustments in the first few years of employment. Raises are reflective of COLA and merit.
2. 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.