



OFFICE OF THE STATE ATTORNEY  
10TH JUDICIAL CIRCUIT  
**STATE ATTORNEY BRIAN HAAS**  
SERVING POLK, HIGHLANDS, AND  
HARDEE COUNTIES

## JOB ANNOUNCEMENT

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<b>JOB TITLE:</b>	<b>FISCAL DIRECTOR</b>	<b>EEO CODE:</b>	<b>02</b>
<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>	<b>POSTING DATE:</b>	<b>10/19/2022</b>
<b>CLASS CODE:</b>	<b>6215</b>	<b>CLOSING DATE:</b>	<b>UNTIL FILLED</b>
<b>PAY GRADE:</b>	<b>59</b>	<b>WORK SCHEDULE:</b>	<b>M-F 8AM-5PM</b>
<b>SALARY RANGE:</b>	<b>\$46,819.08- \$155,412.24*</b>	<b>JOB LOCATION:</b>	<b>Bartow</b>
<b>*Salary commensurate with qualifications</b>		<b>FLSA STATUS:</b>	<b>Excluded</b>
		<b>RETIREMENT:</b>	<b>Regular</b>

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### DISTINGUISHING CHARACTERISTICS OF WORK:

This is administrative and professional accounting work in assisting in the operation or supervision of all fiscal and accounting functions for the State Attorney Office, Tenth Judicial Circuit. It further includes assisting in directing, planning and organizing all finance and accounting functions.

An employee in this position supervises professional and supportive personnel in all accounting sections in the preparation and review of a number of accounting functions, including budgeting, payroll, property records, contract records, general ledgers, cash receipts, procurement and accounts payable; and other functions such as maintaining specialized accounting records to properly account for funds provided and expended under grants and contracts, and cost analysis. Duties also include developing new methods, procedures, and controls; assist in planning, directing and coordinating the accounting for state funds, single county or multiple county funds and may involve accounting for federal funds.

Work is performed under the general supervision of the State Attorney, Chief Assistant State Attorney or Executive Director and is reviewed for conformance with agency policies and procedures.

### ESSENTIAL JOB DUTIES:

- Dependable and routine in-office attendance during regularly scheduled business hours.
- Ability to focus and pay attention to detail.
- Ability to read and comprehend.
- Efficient typing skills.
- Effective and efficient communication skills and ability to interact professionally with other employees, members of the public and stakeholders.
- Perform quality work within deadlines.
- Ability to operate a computer and other office machinery.
- Ability to answer phone, take messages, and respond to calls professionally.
- Ability to read and follow rules, regulations, policies and procedures.
- Work effectively as a team contributor as well as independently.
- Comply with all Public Records statutes and policies.
- Travel as required.
- Ability to work occasional, approved overtime.

## **ILLUSTRATIVE DUTIES:**

- Assist in supervising all accounting sections to include budgeting, payroll, property records, contract records, general ledgers, cash receipts, procurement and accounts payable.
- Assist in the development and implementation of accounting and budgeting controls.
- Assist in the establishment of accounting policies and procedures.
- Assist in developing and implementing agency procurement procedures that are in compliance with Department of Financial Services Rules and Florida Statutes.
- Assist in the compilation and coordination of the preparation of state legislative and operating budgets, financial reports and related statements.
- Maintain special accounting records on funds provided and expended under contracts and grants.
- Assist in contract preparation for Trust Fund contracts with other state, local or federal agencies.
- Prepare operating and legislative state budgets and county budgets.
- Assist in planning, directing and coordinating all specialized units involved in accounting and auditing functions; supervises the activities of a varied staff of clerical and accounting personnel.
- Assist in establishing policies and procedures for application in all fiscal areas within the scope of overall state, county, federal or agency policies.
- Assist in directing and coordinating the preparation of periodic budgets, financial reports and other related documents of a complex nature.
- Assist in developing and implementing systems of accounts and budgetary control, and issues procedures relative to internal control.
- Assist in contract preparation for Trust Fund contracts with other state, local or federal agencies.
- Assist in planning, directing and coordinating the preparation of state reports required by the legislature, Department of Management Services, Office of Planning and Budgeting or any other state agency.
- Interpret financial data and prepares recommendations for administrative and operating management personnel.
- Supervise the preparation of all vouchers being transmitted for payment.
- Bilingual employees will assist in translations.
- Supervise work of Fiscal Administrators as needed.
- Backs up Executive Director as needed.
- Perform related work as required.

**NOTE: DUTIES ARE ILLUSTRATIVE AND NOT EXHAUSTIVE. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE POSITION IF THE WORK IS SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.**

**\*SALARY:** The minimum salary for a position of this class code is \$46,819.08 per year. Salary will be commensurate with qualifications and work experience of candidate.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Possess and demonstrate excellent analytical and organizational skills and be very detailed oriented.
- Possess and demonstrate the ability to meet stringent deadlines.
- Possess and demonstrate effective critical thinking and problem-solving skills.
- Possess and demonstrate excellent verbal and written communication.
- Possess and demonstrate the ability to multi-task while working under pressure.
- Possess and demonstrate the ability to work independently as well as in a team environment.

- Possess and demonstrate excellent interpersonal skills and effectively deal with all levels of staff and outside agencies.
- Possess and demonstrate the ability to understand and apply applicable rules, regulations, policies and procedures related to above job duties.
- Possess and demonstrate proficiency with Microsoft Office software, including advanced Excel skills.
- Effectively supervise, motivate, organize and prioritize the workload of assigned Staff.
- Knowledge of accounting and financial planning principles, practices and procedures.
- Knowledge of non-profit or governmental fund accounting.
- Knowledge of grant and contracts management.

#### **EDUCATION/MINIMUM QUALIFICATIONS:**

Graduation from an accredited four-year college or university with major course work in finance/accounting and four (4) years of professional accounting or financial experience, one year of which must have been in a supervisory capacity; or

A master's degree is preferred with three years of professional accounting or financial experience, one year of which must have been in a supervisory capacity; or Possession of a C.P.A. certificate and three years of professional accounting or financial experience, one year of which must have been in a supervisory capacity.

Progressively responsible professional accounting or financial experience may be substituted on a year-for-year basis for the required college training.

#### **PHYSICAL REQUIREMENTS:**

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands and fingers to maintain files, supplies, and documents. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds;
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust to focus;
- The noise level in the work environment is usually moderate;
- Applicant must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated above. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions;

#### **BENEFITS:**

Benefits include, but are not limited to, health, dental, vision, life, paid annual and sick leave, paid state holidays, and a State retirement package. State employees are required to participate in the State of Florida Direct Deposit Program and contribute 3% of monthly gross (pre-tax) to the Florida Retirement System.

#### **POLICIES:**

The State Attorney's Office has a harassment-free workplace policy and professional conduct requirement. Employees must practice safe workplace procedures and follow policies and procedures regarding confidentiality and honesty. Employees must maintain satisfactory work attendance and job performance level.

Applicants considered for employment will be required to pass a comprehensive background check including fingerprinting. We hire only U.S. Citizens and those lawfully authorized to work in the U.S. The State Attorney's Office, through the Justice Administrative Commission, participates in the U.S. Government's Employment Eligibility Verification Program (E-Verify). E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9).

#### **HOW TO APPLY:**

Interested applicants may complete and submit their [application](#) through the Florida Department of Management Services, People First career service center. For more information about the position, please contact:

**Nicki Offermann  
Personnel Director  
State Attorney's Office  
255 North Broadway  
Bartow, FL 33830  
Telephone: (863) 534-4898  
Fax: (863) 534-4820**

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

This position is open to internal and external applicants. We reserve the right to consider State Attorney's Office employees for promotion or transfer prior to contacting persons not employed by the State Attorney's Office.

All offers of employment will be conditioned upon a satisfactory criminal history background check.