

MARTIN COUNTY PROPERTY APPRAISER

JOB TITLE: Financial Services Officer

SUMMARY: The Financial Services Officer possesses in-depth knowledge of all aspects of the Office finance and budget administration by preparing and timely submitting the Property Appraiser's annual budget, transfers and amendments to the Florida Department of Revenue and the Martin County Board of County Commissioners. This position involves extensive budget planning for projects and/or processes. Responsibilities include executing payroll, accounts payable, budget funding and tracking, elected benefits coordination, and multiple operational activities. Primary duties include the exercise of discretion and independent judgment with respect to matters of significance and in meeting deadlines and goals. Has responsibility for the highest degree of accuracy and confidentiality. Decisions made at this level have impact on the reputation and productivity of the organization. This position reports to the Director of HR & Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- Understands and executes the Property Appraiser's "Mission, Vision, and Guiding Principles."
- Prepares and submits documentation for the annual budget, budget transfers and amendments to the Florida Department of Revenue and Martin County BOCC.
- Monitors and reports budget to actual expenditures. Understands variances and trends. Updates quarterly forecasts in timely manner. Makes recommendations to the Director of HR & Operations to manage the budget and control expenses effectively.
- Creates and compiles comprehensive year-end financial documents and reports in preparation for annual external audit; ensure accuracy of year-end closing and recording of closing journal entries, addresses and researches questions and concerns, maintains and updates internal control procedures to ensure accuracy of financial data; develops new control procedures as required. Primary interface with audit firm.
- Prepares and secures annual distribution of budget funding on quarterly basis.
- Produces and executes payroll on bi-weekly schedule, assists with compiling and verifying deputy time reporting in accordance with current office policies and procedures, reports and pays employee/employer incurred liabilities and federal payroll taxes.
- Calculates, reports, and pays monthly pension contributions, generates, and submits quarterly (UCT-6 & 941 reports) and annual federal tax reporting to the IRS.
- Executes year end closing of the payroll system and issuance of W2s and 1095-Bs to staff.
- Performs accounts payable, accounts receivable, bank reconciliations, monitors cash flow, maintains and accounts for petty cash funds.
- Performs spreadsheet analysis and compilation of data; make recommendations as needed.
- Prepares State of Florida confidentiality agreement submittals and bi-annual updates.
- Tracks office litigation documents and proceedings.
- Compiles and reports financial information as requested by the BOCC Risk Management or Accounting staff (i.e., Workman's Compensation insurance).
- Resolves vendor invoice discrepancies, assists with purchasing of equipment and supplies, monitors lease arrangements.
- Assists with scheduling professionals for educational courses and conferences, and the corresponding travel/per diem requirements. Maintains records of course participation and related hours. Tracks key education for maintenance of CEAA certification.
- Assists with maintaining and updating employee elected benefits for automatic payroll deductions. Coordinates with County benefits administrator vendor.
- Provides support and assistance to Director of HR & Operations with issues such as implementation of new payroll and payroll related laws, monitors annual performance reviews, maintains confidential personnel records, maintains internal files for Workman's Compensation claims, executes new employee indoctrination process and the employee retirement/separation procedures, etc.

- Formulates and makes recommendations which guide the organization in maintaining and improving operations and budget efficiency.
- Maintains records in proper manner and detail, ensuring the accuracy, completeness, and currency of the data.
- Complies with established procedures, policies, statutes, and deadlines.
- Protects property owner information in accordance with Florida Statutes regarding confidentiality.
- Performs, or assists, on various assignments or teams, as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Exhibits high level of attention to detail and quality control mindset.
- Actively supports the office-wide initiative of fostering a "lean" atmosphere that focuses on developing a culture of continuous improvement.
- Demonstrates excellent positive listening, oral, and written communication, and customer service skills to consistently represent the Office to all constituents in a manner that exceeds defined standards.
- Establishes and maintains constructive working relationships.
- Exhibits regular attendance, dependability, promptness, and team-player attitude.
- Exhibits ability to work independently, drives innovation, and develops unique solutions and ideas.

QUALIFICATIONS:

- Bachelor's Degree from an accredited four-year degree granting college or university (i.e., Accounting, Finance), or a minimum of five (5) years extensive budgeting, accounting, and payroll work experience.
- Proficient with QuickBooks.
- Possesses a valid Florida driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. While performing the duties of this job the individual is frequently required to sit. The individual is regularly required to stand, walk, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms, talk, and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally the person may be required to balance, stoop, or lift up to 10 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

STARTING SALARY: \$67,000 - \$88,775 annually. Includes robust benefits package.

APPLY: Daina Takacs
 Director of HR & Operations
 Email: daina.takacs@pa.martin.fl.us
 3473 SE Willoughby Blvd. Suite 101
 Stuart, FL 34994