



# Finance Manager

Position Description

May, 2022

Department:	Finance & Candidate Services
Classification:	Exempt
Reports to:	Supervisor of Elections

## POSITION SUMMARY

The Finance Manager is a professional, administrative position mainly responsible for the oversight and management of the Sarasota County Supervisor of Elections budget and finance activities. The position also provides support to candidate qualifying activities and human resource processes. May also be assigned to manage election preparation projects or election-related tasks. Work involves independent planning and execution of projects and responsibilities; demands long hours during election cycles.

## Skills and Qualifications

### REQUIRED

- Graduation from a regionally accredited college or university with major course work in public administration or business administration, accounting, economics, finance, or related field, and five (5) years of progressively responsible experience in governmental budgeting or a related field; or an equivalent combination of education and experience that provides the required knowledge, skills and abilities.
- Knowledge of principles, laws, ordinances and regulations of governmental accounting
- Knowledge of principles and practices of bookkeeping/financial administration
- Knowledge of grant management and compliance
- Ability to collect, evaluate, analyze, and process data relative to budget, finance and administrative functions
- Ability to work independently and utilize problem solving techniques
- Knowledge and ability to evaluate, recommend and design new methods and recommend policy changes.
- Ability to communicate courteously and effectively in oral and written form with coworkers and the public.
- Ability to establish and maintain good working relationship with co-workers, county officials, and the public
- Ability to plan, organize, schedule, and coordinate work assignments
- Working knowledge of Microsoft windows, Excel spreadsheets, etc.
- Ability to learn and adhere to laws, regulations and procedures; adaptable to change
- Possession of a valid Florida driver license and favorable driving record

### PREFERRED

- A Master's degree from an accredited college or university with major course work in public administration or business administration, accounting, economics, finance or related field.
- Demonstrated experience in areas of budget preparation, management and reconciliation.
- Knowledge of Florida election laws specifically relating to candidate finance and qualifying

## **Functions and Responsibilities**

- Perform all financial functions relating to the operation of the office .
- Maintain all receipts and deposits to general ledger accounts working cooperatively with the county finance department.
- Participate in training for and compliance with all finance-related software and programs required for management of the SOE finance department.
- Prepare all purchase requisitions, payment requests and travel vouchers.
- Oversee the inventory, maintenance and purchasing of all department supplies.
- Work with all vendors for election needs.
- Coordinate all work orders for business equipment.
- Oversee the coordination of travel arrangements for all staff.
- Maintain balanced petty cash fund.
- Conduct all fiscal closeout procedures.
- Facilitate annual county financial and property audits.
- Maintain all election-related expenses for county and municipalities.
- Independently plan, organize, and implement programs and projects. Carry out all assigned tasks related to election planning and election day.
- Communicate applicable finance information, policies and procedures to employees and employer.
- Make recommendations and prepares written policies for the Supervisor's approval.
- Perform duties associated with records management, files, and related data.
- Respond to inquiries by the public in person and/or by phone in a courteous manner.
- May assist or work directly with candidate coordinator on qualifying and filing procedures.
- Provides clerical support to the HR department. May assist with onboarding and payroll functions including hiring paperwork, processing, answering employee questions, fixing processing errors, and paycheck distribution.
- Maintain a working knowledge of all election laws, districts and precinct boundaries
- Other duties as assigned.

## **Physical demands/work environment**

- Work involves sitting at a desk with some standing, stooping, and occasional lifting of objects less than 25 pounds
- Work demands the ability to work well under pressure
- Work may involve local travel, long distance travel for training and extended hours at various locations

*This position description in no way states or implies that these are the only duties to be performed. The employee will be required to follow any other instructions and to perform any other reasonable duties as may be assigned within the knowledge, skill and abilities framework.*