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Manager, Finance/HR

Oversee financial, accounting, and human resources (HR) functions for the Office of the Supervisor of Elections. Ensure all transactional information is correctly processed and ensure all billing, payroll, financial and HR processes comply with internal policies and relevant laws and regulations.

Responsibilities:

- Manage day to day financial processes, including processing of invoices, accounts payable and receivable, employee and election worker payroll, and financial reporting
- Assist Directors and Supervisor of Elections with annual budget preparation
- Monitor budget and generate financial reports on a regular basis and as requested
- Maintain an accurate filing and record keeping system for all financial statements and related company documents
- Ensure all applicable financial transactions are entered into the accounting software package
- Prepare for and manage all aspects related to annual audit
- Administer Human Resources functions and maintain all personnel related records
- Prepare onboarding paperwork and ensure appropriate documentation has been provided and verified
- Assist with policy and procedure development
- Partner with County departments as needed for onboarding and benefits, including annual enrollment and Florida Retirement System (FRS)
- Perform related financial , HR, and clerical tasks as assigned
- Attend community outreach and educational events with other Supervisor of Elections employees
- Perform all other duties as assigned

Skills and Qualifications:

- Associate's or Bachelor's degree or comparable years of experience
- Four years' administrative office experience with a focus on finance and HR
- Experience with accounting systems, budgeting and finance
- Experience in coordination of all HR functions
- Proficiency with Microsoft Office software, QuickBooks, database queries, etc.
- Available to work extended hours, weekends, and holidays as needed during election season
- Certification as Master FL Certified Election Professional (MFCEP) required within three years of hire
- Continuing education to maintain MFCEP certification
- Willing to receive HR certification within three years of hire
- Must be a registered voter in the State of Florida
- Must have valid FL driver's license

OUR COMMITMENT

✓ Voter Confidence ✓ Excellent Service ✓ Accurate & Efficient Elections ✓ Responsible Financial Stewardship