



BREVARD COUNTY SHERIFF'S OFFICE
invites applications for the position of:

Financial Services Director

SALARY: \$110,000.00 - \$150,000.00 Annually

OPENING DATE: 05/24/19

CLOSING DATE: Continuous

JOB DESCRIPTION:

This position is responsible for the performance and oversight of all financial management activities of the Brevard County Sheriff's Office. The position acts as financial liaison between the Sheriff's Office, County Commissioners, county staff, and external stakeholders. Work is reviewed through observation and results obtained.

POSITION DUTIES:

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.

- Plans, develops, organizes, implements, directs and evaluates the organization's fiscal function and performance.
- Responsible for the financial reporting, accounting, investments, payroll, contracts, grants, accounts receivable, accounts payable, purchasing, budgeting, Inmate Accounting, and internal controls.
- Directs the Fiscal Affairs staff and ensures the office provides timely, accurate accounting, payroll distribution, financial reporting, and financial services, including submission of the annual budget to the County Manager and Commissioners.
- Directs Central Logistics to include property inventories and the acquisition of goods and services.
- Provides financial and operational advice, recommendations, and guidance in ways that make optimal use of resources.
- Ensures policies and practices are developed and applied in such a manner as to provide protection to agency assets and to ensure that all federal, state and county laws are met.
- Ensures that financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP) and books and records are maintained so as to be audited in accordance with Generally Accepted Auditing Standards (GAAS.)
- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining and terminating or recommending termination.
- Regular, dependable and punctual attendance is an essential function of this job.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or closely related field; and at least Ten (10) years' experience in a Fiscal related field

with four (4) years in a supervisory role; or equivalent combination of education and experience.

- Certified Public Accountant.
- Must possess a valid Florida Driver's License.

Preferred:

- Member of Government Finance Officers Association (GFOA)
- Master's degree in the aforementioned fields

ADDITIONAL INFORMATION:

Work is primarily performed in a secure office environment. Employee will travel to attend various meetings and functions related to performance of job tasks.

Work is primarily performed during normal business hours (Monday – Friday 8 am to 5 pm), however, employee must be able to work evenings/nights/weekends as needed to effectively perform the requirements of the position. This position is subject to recall in the event of an emergency.

Employees may have contact with inmate trustees.

Successful completion of a criminal background investigation including polygraph, reference/employment/neighborhood checks. submit to screening for illegal drug use prior to assuming position and will be subject to return to duty, post-accident and/or random and reasonable suspicion drug tests while employed with BCSO.

The Brevard County Sheriff's Office is an Equal Opportunity Employer. ADA requires the Sheriff's Office to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.brevardsheriff.com>

Human Resources, 700 S. Park Ave.
Titusville, FL 32780
321-264-5212

jobs@bcso.us

Position #XXXX
FINANCIAL SERVICES DIRECTOR
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Financial Services Director Supplemental Questionnaire

* 1. Please indicate your degree level, field of your degree, and college attended. Note: "N/A" or "see resume"/application" is not an acceptable answer.

* 2. Are you a Certified Public Accountant?

Yes No

* 3. Are you a member of Government Finance Officers Association (GFOA)?

Yes No

* 4. Do you have any experience in a supervisory role? Please provide details.

* Required Question