



INTEROFFICE MEMORANDUM

TO: EXTERNAL CANDIDATES

DATE: February 17, 2022

FROM: JODY RIVERA
Senior Human Resource Administrator

RE: POSITION AVAILABLE

Fiscal Director - Fiscal Division

Location: E.R. Graham Building
1350 Northwest 12 Avenue
Miami, FL 33136

Position Overview:

The Miami-Dade State Attorney's Office employs over 1,200 attorneys and support staff with a budget of \$100M annually.

The Fiscal Director is responsible for oversight of the Fiscal Division and staff, maintaining financial systems, monitoring and developing fiscal policies, maintaining the agency's system of internal controls, procurement, budgeting and cash flow, fiscal interface with all divisions of the office, grant and contract management, trust fund management, financial analysis, accounting, procurement, and coordination of appropriations and grant related funding with local, state, and federal agencies and providers. This position is exempt from the Fair Labor Standards Act (FLSA).

The Job Responsibilities include:

- Preparing the annual Legislative Budget Request to the Florida Legislature; ensuring that budget authority is appropriated for all grants and contracts; monitoring all spending to ensure it is in line with budget authority/appropriations; prepare Budget Amendments as needed; keeping current with all rule and statutory changes relating to budget and appropriations
- Preparing the annual Miami-Dade County budget request for submission to the Board of County Commissioners in compliance with statutory provisions for county funding of State Attorney's Office operations
- Overseeing the implementation and operation of all financial, accounting, travel and procurement systems required by state, county or federal agencies, and by grantors
- Supervising accounts payable and compliance with Prompt Payment statutes
- Directing year-end closing process for both state and county budget years; managing financial statement preparations and submissions; responding to all audit inquiries and requests and participate with the Auditor General's Office on the annual Federal Financial audit submissions; preparing annual SEFA (State Expenditures of Federal Awards)

- Drafting contracts and agreements with grantors or providers to conform with statutory requirements; reviewing agreements, contracts and grants documents received from vendors or grantors for appropriateness and applicability to a state agency
- Maintaining ongoing analysis of budgets and cash flow for all funds, including state General Revenue and five Trust Funds, and Miami-Dade County funding
- Ensuring proper oversight and fiscal management of the Trust Funds that include over 20 grants & contracts and 7 fee-based funds
- Managing Due Process (case related) expenditures and budget, including travel
- Coordinating with Human Resources to ensure staffing and Salary Rate is maintained as approved by the Florida Legislature
- Managing a Fiscal Team of 15; Responding to all staff requests for assistance and resolution in handling work related duties

The Minimum Requirements are:

- Graduation from an accredited four-year college or university with a major course work in finance/accounting and four (4) years of professional accounting experience; no less than three (3) years must have been in a supervisory capacity, OR
- A master's degree and three (3) years of professional accounting experience; no less than three (3) years must have been in a supervisory capacity, OR
- Possession of a CPA certificate and three (3) years of professional accounting experience; no less than three (3) years must have been in a supervisory capacity
- Must possess expertise in the following functions:
 - Knowledge of accounting and financial planning principles, practices and procedures
 - Knowledge of non-profit/governmental fund accounting
 - Work Experience in grant and contracts management

The Preferred Qualifications and Skills are:

- Working knowledge of legislative appropriation process, state budget laws and policies, budget principles, budget categories and funds, Salary Rate, Florida Accounting Information Resource (FLAIR) and other auxiliary reporting systems

Specific Skills, Characteristics and Abilities:

- Possess and demonstrate expertise of accounting and financial planning principles, practices and procedures
- Possess and demonstrate knowledge of non-profit/governmental fund accounting
- Possess and demonstrate the ability to interpret and implement CFO, FLAIR LAS/PBS reports or memoranda
- Possess and demonstrate the ability to prepare analysis of reports that offer recommendations to effect budget or operation needs
- Possess and demonstrate the ability to analyze records of financial transactions to determine accuracy and completeness of entries
- Possess and demonstrate excellent analytical and organizational skills and be very detailed oriented
- Possess and demonstrate the ability to meet stringent deadlines that are not negotiable

- 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 Fiscal Staff

Starting Annual Salary: \$90,000 - \$105,000 *Salary to commensurate with experience*

To apply for this position, please complete and submit an application, and updated resume to:

SAOJobs@MiamiSAO.com., with the Subject: Fiscal Director.

Applications can be downloaded from our website at: www.miamisao.com.

The State Attorney's Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice. All information provided by applicants is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Insurance benefits, vacation package and Florida Retirement System Pension benefits are offered with this position

Internal and External Candidates will be considered

Equal Employment Opportunity/Affirmative Action Employer