OFFICE OF THE STATE ATTORNEY KATHERINE FERNANDEZ RUNDLE

 ELEVENTH JUDICIAL CIRCUIT STATE ATTORNEY



INTEROFFICE MEMORANDUM

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| TO: EXTERNAL CANDIDATES      FROM: JODY RIVERA Senior Human Resource Administrator       | DATE: May 2, 2022RE: POSITION AVAILABLE      |

**Director of Financial Services**

**Location:** E.R. Graham Building

 1350 Northwest 12 Avenue

 Miami, Fl 33136

**Position Overview:**

The Director of Financial Services is responsible for oversight of the activities of the division and staff, maintaining financial systems, monitoring and developing financial policies, maintaining the agency’s system of internal controls, procurement, budgeting and cash flow, financial interface with all divisions of the office, grant and contract 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 Labors 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 inquires and requests.
* 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 financial management of the Trust Funds that include grants & contracts and fee-based funds
* Coordinating with Human Resources to ensure staffing and Salary Rate is maintained as approved by the Florida Legislature
* Managing a team of 12; 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 or related field and four (4) years of professional accounting or finance or related 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 or governmental fund accounting
	+ Knowledge of grant and contracts management

**Specific Skills, Characteristics and Abilities:**

* 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 Staff

**Starting Annual Salary:** $120,000. **Please submit salary history along with your resume.**

To apply for this position, please complete and submit an application, and updated resume to: ***SAOJobs@MiamiSAO.com***., with the Subject: Financial Services Director.
Applications can be downloaded from our website at: [www.miamisao.com](http://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