



Juvenile Welfare Board of Pinellas County

JOB OPPORTUNITY

December 12, 2019

HIRING RANGE: \$99,231.15-130,228.14 (PG- E5)

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

Position Title: Chief Financial Officer
Reports to: Chief Executive Officer

Department: Business, Finance & Technology
Status: Exempt

Position Purpose: The Chief Financial Officer (CFO) reports to the Chief Executive Officer (CEO) and serves as a member of the Executive Team. The CFO ensures the development and use of sound fiscal, contracting and technology policies and practices that support the mission and activities of JWB. This position plans, directs and supervises the work of the professional staff and administrative support personnel engaged in the activities of budget preparation and analysis, information technology (IT) planning and implementation and contract management.

Key Responsibilities:

- Manage the finance, procurement, contract management, and IT functions
- Oversee the preparation and presentation of the annual budget and budget forecast
- Establish projections for ad valorem revenues for forecasting revenues and millage rates
- Oversee the annual TRIM hearing in compliance with Florida State law
- Monitor financial performance by measuring and analyzing results and initiating any necessary corrective actions in conjunction with the CEO
- Develop and maintain systems of internal controls to safeguard financial assets of the organization
- Supervise the investment of JWB funds pursuant to Board direction
- Oversee the coordination and activities of independent auditors and the preparation of the annual financial statements in accordance with legal requirements
- Attend Board and committee meetings and serve as lead staff of the Finance Committee
- Oversee compliance to vendor and provider contracts
- Oversee the maintenance of the inventory of all fixed assets, assuring all are in accordance with state and federal regulations
- Recruit, train, develop, supervise and evaluate the staff of the following units: finance, accounting, contract and risk management, and IT
- Oversee the Pinellas County contract for information technology services and support
- Other duties as assigned

Qualifications:

- Bachelor's degree in Business or Public Administration, Business Law, Finance, Economics, or related field. Master's degree preferred
- Ten or more years managerial experience in private or public sector, state or local government, and/or nonprofit organizations with operating budgets of \$10 million or more; governmental experience preferred
- Knowledge of best practices in government accounting, finance, contract management, risk management, and IT
- Knowledge of Florida Sunshine and Public Records Laws; familiarity with statutory obligations of special districts
- Demonstrated leadership ability, team management, and supervisory skills
- Strong written and oral communication skills; comfortable presenting complex information at public meetings
- Excellent analytical and abstract reasoning skills, plus excellent organization skills
- Demonstrated ability to successfully manage projects until completion

Additional Requirements:

- Annually file Form 1 Statement of Financial Interests with the Pinellas Supervisor of Elections as required by Ch. 112, Florida Statutes
- Successfully pass a Level II background screening as required by Ch.435 Florida Statutes
- Possess a valid driver's license and/or access to reliable transportation

Interested Applicants: Please Submit Resumes by Monday, January 20, 2020 to:

Juvenile Welfare Board of Pinellas County, Attn: Human Resources Dept.

14155 58th Street N. Clearwater, FL 33760

email: hr@jwbpinellas.org or fax: 727-453-5610 Website: www.jwbpinellas.org

The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer.

Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.

Applicants interested in claiming Veterans' Preference please apply at: www.jwbpinellas.org

All applicants are advised that applications in Florida become a matter of public record upon receipt.