



**Juvenile Welfare Board of Pinellas County
JOB OPPORTUNITY**

October 12, 2021

SALARY RANGE: Min. \$54,323.36- Mid. \$69,971.20 -Max. \$85,599.80 Annually (PG-23)

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: Budget Analyst

Department: Budget, Accounting & Program Finance

Reports to: Budget and Business Services Manager

Status: Exempt

Position Purpose:

This position provides professional financial work conducting both technical and fiscal analyses to ensure the provision of accurate, timely budget development, budget monitoring, fiscal and resource analysis, and forecasting. Responsible for government financial activities including assessing, planning, analyzing, evaluating, and implementing complex budget, fiscal, and asset resources analysis for a broad range of business lines, activities, and processes. Provides professional and technical assistance and support in a wide range of budget, administrative and analytical activities, including fiscal impacts, budget reporting, systems analysis, strategic planning, and resource management. Work is performed within established policies; however, assignments are performed with independence requiring the exercise of sound judgment and initiative.

Key Responsibilities:

- Monitor and verify budgetary revenues, balances, expenditures, and reserves for sufficiency, propriety of funding, and to assure conformity with federal, state, and local laws and regulations, procedures and practices and for economic feasibility. Prepare official annual JWB preliminary, tentative, and final budgets; calculate reserve requirements for appropriations.
- Work in conjunction with Finance in designating budgeted and actual reserved and restricted funds not otherwise available for annual appropriation, review and evaluation of interim financial statements for budgetary comparisons to ensure appropriations are lawful.
- Ensure budgetary compliance with Florida Statutes.
- Produce and monitor monthly budget versus actual reports (departmental and full budget) and coordinate budget adjustments.
- Leads assigned projects of research, analysis, and forecasting of financial data from complex data management systems and facilitate organizational Fiscal/Budget Meetings.
- Provide back-up to the FSI Fiscal/Compliance Specialist for P-card management and check requests.
- Monitor changes in policies, procedures and laws in order to identify areas of budget impact.
- Provide analytical and administrative assistance in the development and implementation of efficient budget management systems and procedures that are in compliance with all applicable laws, rules and regulations.
- Work cooperatively on inter and intra departmental teams.
- Other duties as assigned.

Specifications:

- Bachelor's degree from an accredited college or university in Business, Accounting, Finance, Public Administration or closely related field and two (2) years of experience in accounting, budgeting, and financial management or an equivalent combination of education, training, and/or experience.
- Certified Governmental Financial Officer (CGFO) desirable.
- Knowledge of generally accepted accounting principles (GAAP), particularly as applied to governmental accounting and financial reporting; strong knowledge of the principles and procedures associated with the preparation of the annual budget and the Truth in Millage (TRIM) compliance process.
- Knowledge of Florida Statutes which affect the conduct of budgeting and financial management within the public sector; particularly Chapters 129 through 200.
- Proficient in Microsoft Office applications.
- Ability to communicate ideas, verbally and in writing and work effectively in teams.
- Ability to analyze trends and assimilate data from various sources to develop analyses and reports.

Additional Requirements:

- Successfully pass a Level 2 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 Friday, October 29, 2021 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.