



JUVENILE WELFARE BOARD OF PINELLAS COUNTY

The Juvenile Welfare Board of Pinellas County (JWB) has been making the health, safety, and well-being of our county's children a priority for 75 years. We invest in partnerships, innovation, and advocacy to strengthen Pinellas County children and their families.

JOB OPPORTUNITY

August 17, 2023

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:	Senior Budget Analyst	Department:	Budget, Accounting & Program Finance
Reports to:	Senior Manager, Budget and Business Services	Status:	Exempt
Pay Grade:	108	Hiring Range:	\$61,949.57 - \$82,075.87 Salary is commensurate with experience

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. Requires subject matter and technical expertise and leadership skills 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.
- Lead efforts in budget book coordination, development of multi-year financial forecast, TRIM lead, calculation of fund balance, and annual budget calendar/process.
- Work in conjunction with the Accounting Unit in designating budgeted and actual reserved and restricted funds not otherwise available for annual appropriation, and review and evaluation of interim financial statements for budgetary comparisons to ensure appropriations are lawful.
- Ensure budgetary compliance with Florida Statutes.
- Produce and distribute budgetary instructions and documents and develop improved methods and procedures for budget preparation, administration, control, and accounting that follow all applicable laws, rules, and regulations.
- Work with the Accounting Unit to produce and monitor monthly budget versus actual reports (departmental and full budget) and coordinate budget adjustments.
- Work with Program Finance Manager for budget analysis and lapse information where needed.
- Perform assigned projects of research and analysis of financial data and recommend course of action.
- Deliver presentations to internal customers, including the Executive Team members.
- 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.
- Upload, classify, retrieve, and maintain documents in accordance with established Unit/Department record management procedures while adhering to State Laws.
- 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 three (3) years of experience in governmental budgeting, and/or 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 and 200.
- Proficient in Microsoft Office applications.
- Ability to communicate ideas, findings, and recommendations in a clear, concise manner, both verbally and in writing and work effectively in teams.
- Ability to research and analyze trends and assimilate data from various sources to develop analyses and reports.
- Ability to lead others in team efforts towards common objectives.

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.

Working Conditions:

- JWB staff shall reside within the Tampa Bay area. Currently this is a hybrid-remote position, physical presence at the JWB office or other sites in Pinellas County may be required.

Interested candidates, please submit resumes by Friday, September 22, 2023:

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