



## 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

January 16, 2024

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.

<b>Position Title:</b>	Fiscal Specialist	<b>Department:</b>	Budget, Accounting & Program Finance
<b>Reports To:</b>	Senior Manager, Accounting	<b>FLSA Status:</b>	Part-time, Non-Exempt
<b>Pay Grade:</b>	102	<b>Hiring Range:</b>	\$21.00 - \$27.81 per hour Salary is commensurate with experience

#### Position Purpose:

This part-time position is responsible for processing check requests and preparing invoices for payment for the Family Services Initiative (FSI) program.

#### Key Responsibilities:

- Reviews FSI invoices, prepares for payment, and posts accounts payable through the accounts payable journal for FSI check requests.
- Ensures appropriate payment documentation is obtained and remains available for audit.
- Verifies property ownership for all rent requests via Pinellas County Property Appraisers website.
- Guarantees timely payment of utility bills.
- Serves as a contact with FSI vendor service providers regarding fiscal purchasing, returns, and adjustments.
- Works cooperatively on inter- and intra-departmental teams to accomplish established team objectives and timeframes.
- Performs related work as assigned or required.
- Uploads, classifies, retrieves, and maintains documents in accordance with established Unit/Department record management procedures while adhering to State Laws.

#### Specifications:

- Associate degree (or two (2) years of college coursework) in relevant financial field.
- A minimum of two (2) years' relevant experience in an accounting or finance environment.
- Knowledge of Microsoft Office Suite programs and their essential functions.
- Skills in basic to intermediate mathematical functions as it pertains to accounting procedures.
- Ability to analyze transactions and identify errors with keen attention to detail.
- Ability to prepare a variety of moderately complex reports.
- Ability to work effectively and amicably with various departments and administrative personnel.
- Ability to communicate effectively both verbally and in writing.

#### 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. Physical presence at the JWB building is required to perform key responsibilities.
- The work schedule for this position is 5 hours per day Monday-Friday, 12:00pm-5:00pm.

**Interested candidates, please submit resumes by Tuesday, January 30, 2024:**

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

**14155 58th Street N. Clearwater, FL 33760 email: [hr@jwbpinellas.org](mailto:hr@jwbpinellas.org) or fax: 727-453-5610**

**Website: [www.jwbpinellas.org](http://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](http://www.jwbpinellas.org)  
All applicants are advised that applications in Florida become a matter of public record upon receipt.*