



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

September 13, 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.

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| Position Title: | Senior Program Finance Analyst | Department: | Budget, Accounting, and Program Finance |
| Reports To: | Senior Manager, Program Finance | FLSA Status: | Exempt |
| Pay Grade: | 107 | Hiring Range: | \$59,611.85 - \$78,985.70 |
| | | | Salary is commensurate with experience |

Position Purpose:

This position provides technical assistance to JWB and specifically the Senior Program Finance Manager and CFO on a wide range of financial projects and tasks. The position also provides technical assistance and serves as a point of contact to funded agencies on financial matters.

Key Responsibilities:

- Performs comprehensive financial reviews for applicable JWB-funded programs.
- Performs follow-up with the JWB Program Consultants and Budget Analyst to ensure accuracy of program financial information within JWB and as communicated to provider agencies.
- Reviews fiscal year budgets JWB-funded programs.
- Reviews and approves budget amendment requests from JWB-funded programs.
- Participates in requests for proposal (RFP) process for new programs.
- Reviews and approves agency invoices through the JWB Grants Management System and SharePoint.
- Serves as the primary point of contact with provider agencies on JWB Grants Management System financial functions.
- Provides financial training to providers on the JWB Grants Management System financial database.
- Compiles, reviews, and tracks financial data from agency annual audits submitted to JWB.
- Coordinates, leads, and performs agency financial monitoring for financial compliance.
- Tracks commitment of matching funds in coordination with the Program Finance Manager.
- Provides consultation and technical assistance to appropriate personnel on program financial information.
- Provides training to newly hired program finance staff in coordination with the Senior Program Finance Manager.
- Provides and implements process improvements for the Program Finance Unit. Continuously updates financial policies and procedures, and creates new policies when necessary.
- Works collaboratively with Program Administration and Program Evaluation to achieve a robust understanding of JWB funded procedures while adhering to State Laws.
- Works cooperatively on inter- and intra-departmental teams to provide financial support to the other departments.
- Uploads, classifies, retrieves, and maintains documents in accordance with established Unit/Department record management procedures while adhering to State Laws.
- Performs related work as assigned or required.

Specifications:

- Bachelor's Degree in Accounting, Finance, Business, or closely related field.
- A minimum of four (4) years' experience working with non-profit or with governmental accounting principles, procedures, and practices.
- Knowledge of generally accepted accounting principles (GAAP), particularly as applied to governmental accounting and financial reporting.
- Knowledge and skills in accounting, databases, report writing, and spreadsheet management.
- Knowledge of Microsoft Office Suite programs and their essential functions.
- Knowledge of all applicable laws, rules, and regulations pertaining to non-profit and governmental entities.
- Skills in database management.
- Strong interpersonal and communication skills.
- Ability to compile, analyze, interpret, and effectively present financial information.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide technical guidance and leadership to professional personnel in area of expertise.
- Ability to demonstrate personal initiative and independent judgement.

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 and physical presence at the JWB office or other sites in Pinellas County is required as needed.

Interested applicants, please submit resumes by Monday, September 30, 2024:

Juvenile Welfare Board of Pinellas County, Attn: Human Resources Unit

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*