

MAJOR FUNCTION

This is advanced professional accounting work of the highest level involving the financial, accounting, and financial systems activities of the Blueprint Intergovernmental Agency. An employee in this class is responsible for administering revenue and disbursement and general accounting functions, strategic planning, financial and statistical reporting, managing the department's general administrative affairs, preparing, and administering operating and capital budgets and designing and implementing accounting procedures and internal controls. The incumbent exercises considerable independent judgment and professional knowledge of accounting principles, theories and practices, as well as knowledge of regulations, laws and requirements that correlate to the financial and administrative functions of the Agency. Work is performed under the general direction of the Blueprint Director. Work is reviewed through conferences, reports, observations, and by results obtained and is subject to periodic internal and external audit.

ESSENTIAL AND OTHER IMPORTANT DUTIES**Essential Duties**

Plans, advises and analyzes the work of professional and clerical employees engaged in reviewing, recording and classifying accounting transactions, maintaining and reconciling journals, ledgers and other fiscal records and documentation necessary to track the receipt and expenditure or allocation of revenue and other resources allocated to the Blueprint Intergovernmental Agency. Prepares the Agency's operating and capital budgets and directs all related control and reporting activities. Assists in policy formation and the overall management and supervision of functions of the Agency including financial planning, budgeting, accounting, payroll, and procurement. Prepares and analyzes the more difficult financial statements, reports summaries, schedules and statistical data reflecting the Agency's revenues and disbursement activities. Participates in identifying funding options for projects through federal and state grants, Agency debt and other financing strategies. Coordinates with State of Florida Department of Transportation (FDOT) staff as necessary regarding grants and agreements to include the State Infrastructure Bank Loan Program. Monitors state and federal legislation, identifies any potential financial impact of such legislation on the Agency, and provides information and recommendations to Agency management. Manages activities associated with revenue reporting, monitoring, projection, and new revenue source generation. Monitors contracts for compliance, fiscal implications, administrative issues, and reporting requirements. Coordinates debt issuance and monitors debt programs to ensure compliance with bond covenants and state and federal regulations. Analyzes, evaluates and implements internal control procedures to improve efficiency and effectiveness of administrative, accounting and financial operations. Plans and administers Agency self-audit functions. Attests to the integrity of the Agency's financial information by reviewing staff reports and analysis to ascertain the reasonableness of assumptions, facts, conclusions, and recommendations therein. Reviews and assesses for viability the Agency's system of internal controls related to policy, process, and procedure for all administrative, purchasing, procurement and budgetary activities. Assists internal and external auditors in the examination of Agency accounting activities, coordinating audits and preparation of schedules, and preparing and publishing required financial statements. Ensures the corrections of all adverse audit findings. Makes presentations to the Intergovernmental Agency Executive Team, Intergovernmental Agency Board of Directors, and citizen groups. Performs related work as required.

Other Important Duties

Develops agenda items, reports and other procedural documents. Attends Intergovernmental Agency Board of Directors meetings and various conferences and meetings of financial managers, Agency directors, City and County Commissioners, staff, and the public. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of best practices and principles of public sector financial planning, budgeting, governmental accounting, payroll, and procurement. Thorough knowledge of the source of information, accounting techniques and organization of information used in preparation of fiscal report statements, schedules and summaries. Thorough knowledge of the procedures and techniques used in the preparation of detailed and complex accounting statements and documents. Thorough knowledge of federal, state and local laws, rules and regulations applicable to public sector budgeting, governmental accounting, debt management, payroll and procurement. Comprehensive knowledge of quantitative and financial analysis and related statistical concepts and methods. Considerable knowledge of the general principles of public financial administration, including budgetary processes and reporting requirements. Ability to assess municipal problems and proposed policies in terms of their financial and administrative implications. Ability to communicate technical financial information to assure comprehension by Agency management. Ability to establish and maintain an effective working relationship with elected and appointed Agency, City and County officials, executive management, other Agency employees, other governmental agencies, and the general public. Ability to analyze complex accounting processes and problems and make changes to improve operations and resolve problems. Ability to analyze and interpret financial records and to prepare timely, accurate, and complete statements, summaries, reports and recommendations. Ability to design, develop and supervise the implementation of revised and new Agency accounting procedures, techniques and systems. Ability to understand and interpret complex governmental procedures and regulations related to accounting requirements. Knowledge of office methods and procedures and familiarity with the use of standard office equipment.

Minimum Training and Experience

Possession of a master's degree in accounting, finance, business or public administration, or a related field and seven years of professional experience in public accounting and/or finance. Two years of the required experience must have been in a supervisory capacity. A Certified Public Accountant license may be substituted for the master's degree. Certified Internal Auditor, Certified Government Financial Manager and Certified Management Accountant certifications may substitute for one year the of required experience.

Established: 03-13-23