

VACANCY ANNOUNCEMENT

JOB TITLE: Office of Management and Budget Coordinator

POSTING DATES: Oct. 31, 2018 through Nov. 22, 2018

WORK LOCATION: LaBelle, Florida

PURPOSE OF JOB:

This position oversees the following functions: Budget Preparation and reporting, maintaining budget transactions, and monitoring of revenues and expenditures. Monitoring grant records for budget planning and maintenance purposes. Overseeing purchasing functions by approving P.O.'s and preparing certain RFP and RFQ documents. Prepares insurance monitoring reports on liability insurance status and financial loss reports.

DUTIES AND RESPONSIBILITIES:

Works with department directors to prepare budgets and budget documents, develops operating procedures.

Oversees purchasing functions in approving requisitions to P.O. status. Develops necessary policies and procedures for the same. Makes recommendations on streamlining processes through policy recommendations as well as overall savings in purchasing commodities throughout the County.

Manages the day to day operations of the budget function in Hendry County. Under the direction of the County Administrator, compiles department budget requests and assists in preparing a recommended budget. Makes changes as directed and calculates required ad valorem tax rates. Ensures compliance with TRIM and Public Hearings requirements, prepares budget reports and recommendations on revenue options and cost saving measures to County Administrator. Oversees the financial aspects of County Property and Casualty, Liability, employee benefits and other insurance plans.

Attends various meetings and hearings, including BOCC meetings when needed and budget workshops.

Assist other departments with compliance with financial and procurement compliance, reporting requirements to State and Federal Government, budget information, etc.

Will be assigned various other strategic projects by the County Administrator as needed.

Responds to work during a declared state of disaster.

MINIMUM QUALIFICATIONS:

A 4-year Degree in Accounting is preferred and a minimum of three years of experience in governmental accounting and budgeting, or an equivalent combination of education and experience.

HOURS OF WORK:

Monday through Friday, 8 to 5.

ANTICIPATED STARTING PAY:

This full-time position is salary based with a pay range of \$45,000-\$65,000 and includes County medical benefits and State Retirement

TO APPLY: Submit a completed **Hendry County BOCC Application, Applicant Survey, and Veteran's Preference form to:**

Audelia Bustamante, HR Manager
Hendry County BOCC
P.O. Box 2340 LaBelle, FL 33975
(Physical address: 640 S. Main Street)
Telephone: 863-675-5352
Fax: 863-674-4195
<http://www.hendryfla.net>
audelia.bustamante@hendryfla.net

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDE APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS WITH DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT THE NUMBER AND ADDRESS ABOVE FOR ASSISTANCE.