

Finance Coordinator

Sarasota County Supervisor of Elections

Sarasota, FL

Position Summary

The Finance Coordinator is a professional, administrative position mainly responsible for the oversight and management of the Sarasota County Supervisor of Elections budget and finance activities. Work involves independent planning and execution of projects and responsibilities; demands long hours during election cycles.

Employment Type: Full-Time, 40 hours per week, Exempt
Pay Range: Salary based on experience and qualifications

Key Responsibilities

- Perform all financial functions relating to the operation of the office .
- Maintain all receipts and deposits to general ledger accounts working cooperatively with the county finance department.
- Prepare all purchase requisitions, payment requests and travel vouchers.
- Oversee the inventory, maintenance and purchasing of all department supplies.
- Work with all vendors for election needs.
- Conduct all fiscal closeout procedures.
- Facilitate annual county financial and property audits.
- Maintain all election-related expenses for county and municipalities.
- May assist or work directly with candidate coordinator on qualifying and filing procedures.
- Provides clerical support to the HR department. May assist with onboarding and payroll functions including hiring paperwork, processing, answering employee questions, fixing processing errors, and paycheck distribution.

Minimum Qualifications

- Graduation from a regionally accredited college or university with major course work in public administration or business administration, accounting, economics, finance, or related field, and five (5) years of progressively responsible experience in governmental budgeting or a related field; or an equivalent combination of education and experience that provides the required knowledge, skills and abilities.
- Knowledge of principles, laws, ordinances and regulations of governmental accounting
- Knowledge of principles and practices of bookkeeping/financial administration
- Knowledge of grant management and compliance
- Ability to collect, evaluate, analyze, and process data relative to budget, finance and administrative functions
- Ability to work independently and utilize problem solving techniques
- Knowledge and ability to evaluate, recommend and design new methods and recommend policy changes.
- Ability to communicate courteously and effectively in oral and written form with coworkers and the public

- Ability to establish and maintain good working relationship with co-workers, county officials, and the public
- Ability to plan, organize, schedule, and coordinate work assignments
- Working knowledge of Microsoft windows, Excel spreadsheets, etc.
- Adaptable to change
- Ability to learn and adhere to laws, regulations and procedures
 - Possession of a valid Florida driver license and favorable driving record

Preferred Qualifications

- A Master's degree from an accredited college or university with major course work in public administration or business administration, accounting, economics, finance or related field.
- Demonstrated experience in areas of budget preparation, management and reconciliation.

Work Environment

- Involves sitting at a desk in an office environment with some standing, stooping, and occasional lifting of objects less than 25 pounds when in the office; classroom set-up, frequent standing and walking during training
- Demands the ability to work well under pressure
- Involves local travel, occasional long-distance travel for training and extended hours

Send resume to: jfett@sarasotavotes.com

Closing Date: Open until filled