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**JOB DESCRIPTION: FINANCE SPECIALIST**

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<b>DEPARTMENT:</b>	<u>Chief Operations Officer</u>	<b>REPORTS TO:</b>	<u>Purchasing Manager</u>
<b>JOB CLASS:</b>	<u>Specialist</u>	<b>PAY GRADE:</b>	<u>18</u>
<b>EXEMPT STATUS:</b>	<u>Exempt</u>	<b>DATE:</b>	<u>07/19/2013</u>

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

**POSITION GENERAL SUMMARY:**

The Finance Specialist, under the supervision of the Purchasing Manager, maintains the enterprise master inventory of equipment, supplies, and capital assets, and complies with state and organization inventory audit requirements and all associated reporting. The Finance Specialist ensures that the enterprise's inventory master repository contains accurate and timely information. The Finance Specialist coordinates the administration of the Drivers' Education grant. The Finance Specialist oversees all financial public records requests, maintains security profiles assigned to users of business systems, develops Ad Hoc reports, and provides Finance subject matter expertise in the use of Ad Hoc reporting tools.

**ESSENTIAL POSITION FUNCTIONS:**

- Ensure that FLVS stays abreast of state regulatory inventory policies
- Develop and maintain the FLVS tangible personal property and office supplies inventory management program
- Maintain the enterprise master inventory of equipment, supplies and capital assets
- Conduct FLVS inventory audits
- Coordinate the administration of the Driver's Education grant by ensuring that fund allocations and billings are accurate
- Coordinate with external Driver's Education grant organizations on the program's compliance with grant policy, and provide regular updates to management on the program's status
- Assist RMLO with obtaining all financial information required to comply with public records requests
- Maintain security profiles assigned to users of business systems by regularly reviewing the users assigned to the profiles, auditing access logs, creating new profiles, updating existing profiles and deleting obsolete profiles
- Develop finance Ad Hoc reports and provide subject matter expertise in the use of Ad Hoc reporting tools to users
- Serve as liaison to the Standard Operating Procedures (SOP) committee, providing SOP training to departments
- Responsible for the maintenance and support of the Finance department's intranet site
- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others
- All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:**

***Education/Licensure/Certification:***

- Bachelor’s Degree; or equivalent combination of education and relevant experience

***Experience:***

- Three years’ property and inventory experience

***Knowledge, abilities and skills:***

- Ability to work with and through people to establish goals, objectives, and action plans
- Knowledge of inventory management processes and systems
- Ability to make sound decisions within established guidelines
- Strong communication and presentation skills
- Ability to work independently and as a team member
- Ability to prioritize tasks and meet aggressive deadlines
- Knowledge of database software, tools, and usage
- Ability to plan, organize and complete complex tasks, and evaluate results
- Analytical skills to review information and formulates alternative problem resolution
- Ability to analyze and use data to identify and implement systems improvements
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives

**CORE COMPETENCIES FOR SUCCESS:**

<p style="text-align: center;"><b>COMMUNICATION SKILLS</b></p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p style="text-align: center;"><b>CUSTOMER FOCUS</b></p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p style="text-align: center;"><b>INTERPERSONAL SKILLS</b></p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all</i></p>	<p style="text-align: center;"><b>FUNCTIONAL /TECHNICAL EXPERTISE</b></p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces</i></p>

<i>levels and positions; Takes the initiative to get to know internal and external customers</i>	<i>high quality work in organized and timely fashion</i>
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**INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:**

<p style="text-align: center;"><b>PEER RELATIONSHIPS</b></p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p style="text-align: center;"><b>CREATIVITY</b></p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i></p>
<p style="text-align: center;"><b>SELF KNOWLEDGE</b></p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p style="text-align: center;"><b>PLANNING</b></p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p style="text-align: center;"><b>ORGANIZING</b></p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p style="text-align: center;"><b>PROBLEM SOLVING</b></p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>
<p style="text-align: center;"><b>DRIVE FOR RESULTS</b></p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*