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**Position Title:** Director of Accounting  
**Department:** Sarasota County Tax Collector, Finance & Accounting  
**Reports to:** Deputy Tax Collector - Financial Management/CFO  
**Location:** Sarasota County Tax Collector's Office  
**Employment Type:** Full-Time, On-Site  
**Salary:** \$95,713

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### **Job Description**

The Sarasota County Tax Collector's Office is dedicated to providing efficient, transparent, and courteous service to our residents while upholding the highest standards of financial stewardship. Our team is committed to accuracy, integrity, and professionalism in every transaction we manage.

Our mission is Exceptional Staff, Exceptional Service and we are currently seeking a detail-oriented, proactive, and team-focused Director of Accounting to join our Financial Management Department. The Director of Accounting is responsible for planning, directing, and managing the financial and accounting operations of the Tax Collector's Office. This position ensures compliance with all applicable federal, state, and local laws governing tax collection, accounting, reporting, and distribution of funds. The Director oversees financial reporting, internal controls, audits, budgeting, cash management, and fiscal policy implementation while ensuring the accurate collection, reconciliation, and distribution of tax revenues to taxing authorities.

This role provides strategic financial leadership and ensures transparency, accountability, and stewardship of public funds.

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### **Essential Duties and Responsibilities**

The following duties are illustrative and not exhaustive:

#### **Financial Management and Accounting**

- Direct and manage all accounting operations including general ledger, accounts payable, accounts receivable, bi-weekly payroll, and cash management.
- Ensure accurate recording, reconciliation, and reporting of all funds collected by the Tax Collector's Office.
- Oversee the distribution of tax revenues, fees, and commissions to state agencies, counties, municipalities, and special districts.
- Maintain compliance with applicable accounting standards and governmental regulations.

- Oversee monthly, quarterly, and annual financial closing processes.

### **Budgeting and Financial Planning**

- Develop, monitor, and administer the office's annual operating budget.
- Provide financial forecasts, analysis, and recommendations to executive leadership.
- Monitor revenues and expenditures to ensure fiscal responsibility and compliance with approved budgets.
- Assist with long-term financial planning and capital planning initiatives.

### **Internal Controls and Compliance**

- Establish and maintain strong internal controls to safeguard public funds.
- Ensure compliance with Florida statutes, administrative codes, and Department of Revenue guidelines applicable to tax collectors.
- Develop and implement fiscal policies and procedures.
- Monitor compliance with procurement policies and financial management best practices.

### **Audits and Financial Reporting**

- Coordinate and oversee external audits, internal audits, and state reviews.
- Prepare and present financial reports to the Tax Collector and senior leadership.
- Ensure timely completion of required state and local financial reports.
- Serve as the primary liaison with auditors and regulatory agencies.

### **Cash and Treasury Management**

- Oversee daily cash reconciliation, banking activities, and investment of public funds in accordance with statutory guidelines.
- Ensure the accuracy of cash balancing across multiple office locations and collection channels.
- Monitor bank relationships and service agreements.

### **Leadership and Staff Management**

- Supervise and develop accounting and fiscal services staff.
- Establish performance expectations and conduct employee evaluations.
- Promote a culture of accountability, professionalism, and continuous improvement.
- Provide training and professional development opportunities.

## **Strategic and Operational Support**

- Collaborate with leadership to improve financial processes and operational efficiency.
  - Support implementation of financial software systems and technology improvements.
  - Participate in cross-department initiatives related to financial management and tax administration.
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## **Knowledge, Skills, and Abilities**

### **Knowledge of:**

- Governmental accounting principles and practices
- Public budgeting and financial reporting
- Internal control frameworks and audit practices
- Applicable Florida statutes related to tax collection and financial administration
- Financial management systems and accounting software

### **Skills in:**

- Financial analysis and strategic planning
- Budget development and monitoring
- Staff leadership and organizational management
- Communicating complex financial information clearly

### **Ability to:**

- Interpret and apply statutes, rules, and financial regulations
  - Manage multiple priorities and deadlines
  - Maintain a high level of accuracy and attention to detail
  - Build effective relationships with internal and external stakeholders
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## **Minimum Qualifications**

### **Education**

- Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field.

### **Experience**

- Five (5) or more years of progressively responsible accounting or financial management experience.
- Minimum of three (3) years of supervisory or management experience.
- Experience in governmental accounting, public finance, or tax collection operations preferred.

### **Certifications (Preferred)**

- Certified Public Accountant (CPA)
- Certified Government Finance Officer (CGFO)
- Certified Public Finance Officer (CPFO)

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### **Benefits**

- Annual and sick leave
- Paid holidays
- Retirement plan options
- Insurance coverage including health, dental, and other supplemental insurance options

### **Working Conditions**

- Work is performed in a standard office environment.
- May require sitting for extended periods and occasional lifting of materials (up to 25 lbs).
- Interaction with the public, including occasionally dealing with difficult or upset taxpayers.

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### **How to Apply**

Submit resume and cover letter to [Employment@SarasotaTaxCollector.gov](mailto:Employment@SarasotaTaxCollector.gov)

Applicants will be accepted until the position has been filled, and early submission is encouraged. The successful candidate will be required to complete a background and reference screening.

Please notify our office if you need reasonable accommodation to participate in the employment process. EOE. This organization participates in E-Verify.