

## **GENERAL INFORMATION**

**Title:** Facilities Fiscal Analyst

**Classification:** Exempt

**Salary Range:**

**Reports to:** Deputy Director for Facilities

**Date:** 4/26/18

## **JOB DESCRIPTION**

### **Summary/Objective**

This is advance professional financial analysis work for the Vizcaya Museum and Gardens Facilities Division.

### **Supervisory Responsibility**

This is not a supervisory position.

### **Essential Functions**

The Facilities Fiscal Analyst (FFA) shall be responsible for day to day administrative support to the Vizcaya Capital Projects Section including: assisting in the development of the Section's Standard Operating Procedures (SOP); coordinating requests to advertise construction projects, pre-bid conferences, and bid openings; assisting with budget planning (General Obligation Bond—GOB in addition to other funding sources); monitoring and reporting on capital projects expenditures; updating and maintaining data in internal database and for strategic planning purposes; assisting with reporting requirements to the Vizcaya Trust; developing and preparing related analyses and informational reports; monitoring and tracking Certificates of Insurance and regulatory (local and state) certifications for consultants and contractors; assisting in the administration of all related reporting requirements with project closeout documentation for the various projects including Releases of Lien, Certificates of Completion, and Certifications of Occupancy.

The FFA shall be responsible for the administration of all GOB Capital Projects related to financial transactions and reporting to Miami-Dade County; maintaining financial records of GOB revenue, expenditures, and balances for overall GOB fund as well as for individual projects; serving as the liaison to the following Miami-Dade County Departments: Finance, Office of Management and Budget (OMB), Office of Small Business Development (SBD), and Cultural Affairs (CA) for the Capital Projects section; assisting in the creation of agreements as required; submitting invoices and back up documents for reimbursement of GOB funds; and advising of capital improvements or devaluations to Miami-Dade County property. As determined by MDC, FFA shall maintain all financial related files as required by law and County policy to ensure proper accountability of records, to ensure compliance, and to submit any documentation as requested. FFA to advise

superiors of any potential conflicts or issues of compliance with applicable policies, procedures and legislation.

The FFA shall likewise be responsible for the financial administration of all non-GOB projects in a similar manner.

The FFA shall act as purchasing agent for goods and services for the Capital Projects and Maintenance Sections to include researching, estimating internally, soliciting estimates and bids, bidding and award, processing paperwork as required by the Finance Division, and monitoring process status. FFA to establish and monitor blanket purchase order requests. FFA will develop and maintain a pool of trusted, cost-effective vendors that meet our expectations that can be readily be called upon quickly and as needed. The FFA will generate Performance Agreements following standard protocol to include soliciting bids; collecting back up documentation; preparing transmittal document and coordinating approval process; and submitting invoices for payment. The FFA will also enter all relevant purchasing data into the Facilities maintenance software program.

The FFA serves as the fiscal liaison to Vizcaya's Grants Manager in grant funded capital projects to ensure financial tracking and reporting requirements are met.

The FFA will assist in the reporting of hurricane related information\_and data. Responsibilities include preparing debris removal, property loss, employee time, and other FEMA related paperwork.

The FFA will assist in the management and reporting of division related inventory and fixed assets such as vehicles and equipment. Responsibilities include advising on insurance requirements and reporting to MDC Risk Management, if needed.

### **Competency or position requirements**

General familiarity with Miami-Dade County departments and systems (i.e., FAMIS and ADPICS) to understand how work is processed by others; basic accounting procedures; knowledge of Microsoft Office Suite programs; ability to research legislation, construction procedures and other contractual requirements using Municode, Florida Statutes, and the Miami-Dade County site.

### **Work Environment/ Physical Demands**

This position is primarily an office position, spending the majority of the time working on a computer or in meetings.

It may be necessary to spend some time in the field to review and understand the scope of the work to be performed and as well as the progress of the current work to facilitate the processing of purchase orders and progress payments.

### **Position Type/Expected Hours of Work**

This is a full-time position working primarily Monday through Friday during normal working hours. Evening and weekend work may be required as job duties demand.

### **Travel**

Some travel is required for off-site meetings.

## **JOB REQUIREMENTS (EDUCATION, EXPERIENCE, CERTIFICATION)**

### **Education and Experience**

Required: Bachelor's degree. A minimum of two years of professional administrative experience in developing, managing, monitoring, and analyzing capital funded contracts or construction projects.

Preferred: A Master's degree may substitute for one year of the required experience.

### **Certifications Required**

No Additional certifications, skills and/or licenses are required.

### **Other Duties**

The Facilities Fiscal Analyst shall assist with various special assignments and research projects as deemed necessary.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibility that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **To apply**

Please submit a cover letter and resume to:

[HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org)

### **EOE**

Vizcaya Museum and Gardens is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, pregnancy, age, disability, marital status, familial status, sexual orientation, gender identity or expression, status as a victim of domestic violence, dating violence or stalking, protected veteran status or other characteristics protected by law.

