

Assistant Finance Director



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. ~~Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.~~

JOB SUMMARY

Assists in planning, organizing, managing, and providing administrative direction and oversight for major finance, budget, ~~and~~ accounting functions, ~~and~~ activities of the Finance Department; fosters cooperative working relationships among City departments, divisions, ~~and with~~ intergovernmental agencies; provides highly responsible and complex assistance to the Finance Director in areas of expertise; ~~and performs related work as required.~~ Receives administrative direction from the Director. Exercises general direction and supervision over management, supervisory, professional, technical, and clerical staff through subordinate levels of supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. ~~It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.~~

- ~~In the absence of the Finance Director,~~ ~~A~~assumes management responsibility, ~~in the absence of the Finance Director,~~ for finance programs and activities, including Accounting, Utility Billing, Information Systems, ~~and~~ Purchasing.
- Selects, trains, motivates, ~~and~~ evaluates assigned staff; provides or coordinates staff training; works with staff to correct deficiencies; responds to staff questions and concerns.
- Participates in the development and implementation of goals, objectives, policies, projects, and priorities for the Department; recommends, within department policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the department's annual budget; assists in forecast~~ing~~ of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments.
- Continuously assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews ~~it~~them with the Director; directs implementation of improvements.
- Assists in planning, directing, ~~and~~ coordinating the department's work plan; meets with staff to identify and resolve problems; reviews and evaluates work methods and procedures.
- Serves as liaison for the Finance Department with other City departments and outside agencies; attends meetings and provides staff support, as necessary.
- Oversees management of all Federal, State, ~~and~~ Local grants, ~~including~~ recording expenses and submitting required documents.
- Recommends modifications to policies and procedures as appropriate.

- Attends and participates in professional group meetings both on a local and statewide basis.
- Creates and reviews various reports in the Enterprise Resource Planning (ERP) System.
- Maintains records and controls on all the City's fixed assets and property. Prepares necessary depreciation and value schedules for the annual audit.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Minimum of Five (5) years of experience in municipal government accounting; or an equivalent combination of education, training, and experience. CPA certification preferred. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills, and Abilities:

- Knowledge of principles and practices of finance, investment and cash management, and budget and public accounting, including business administration, program development, implementation, and management in a municipal setting.
- Knowledge of administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff.
- Knowledge of public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs, principles, and practices of municipal government administration.
- Knowledge of the principles and practices of employee supervision, including work planning, assignment, reviews and evaluations, and the training of staff in work procedures.
- Techniques for effectively representing the City ~~in contacts~~ with governmental agencies, various businesses, professional, and educational organizations.
- Ability to assist in developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department ~~as well as~~ and assigned program areas.
- Ability to interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Ability to select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Ability to prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Ability to operate modern office equipment, including computer equipment and specialized software application programs.
- Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, ~~but~~ which may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of light-weight (5-10 pounds). Tasks may involve extended periods ~~of time~~ at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.