

Finance Director/CFO



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

This position is responsible for all administrative and fiscal functions associated with directing the Finance Department operations, including General Ledger Accounting, Grant Accounting, Treasury, Accounts Payable and Receivable, Debt Administration, Budgeting, Payroll, Pensions, Financial Systems, Purchasing and Contracting, Customer Service, and Information Technology. -The Pposition develops, recommends, and implements City financial policies and procedures. Work is performed under the general direction of the City Manager.

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.

- Plans, evaluates, and directs departmental policies, programs, and operations; develops recommendations for the City Manager; and implements approved policies, programs, and procedures accordingly.
- Directs the financial operations of the City by-through an established central accounting system through subordinate staff.
- eEngaged in various areas of accounting and fiscal management, e.g., treasury, budget adherence, customer service, payroll, purchasing, capital improvements, pension, and debt administration.
- Directs the preparation of financial statements and cost reports at regular intervals, including operating and capital outlay expenditures, revenue projects, the annual budget, the annual financial report, and grant reports.
- Directs approval of disbursements for goods and services within budget appropriations.
- Directs annual year-end closing functions in conjunction with auditors.
- Reviews and approves vendor invoices for payment and directs the activities of the IT functions associated with all accounting, fiscal, payables, and receipts activities.
- Performs human resource management functions, e.g., interviewing, selecting, hiring, disciplinary actions, recommending promotion, and performance evaluations.
- Directs the treasury collection activity and custody of public funds; oversees the investment of City funds and the payment of bond obligations.
- Serves as financial advisor to City.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent in accounting or business administration. ~~Minimum of seven (7) years of experience in a related field~~ 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. ~~Must have a valid State of Florida driver's license.~~

Knowledge, Skills, and Abilities:

- Knowledge of the laws and policies governing municipal finance and accounting practices and procedures.
- Knowledge of accounting practices and administrative policies.
- Knowledge of fiscal matters associated with governmental accounting, e.g., municipal bonds, contracts management, grant administration, and investment.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to formulate and install methods, procedures, forms, and record systems.
- Ability to supervise professional and clerical staff.
- Ability to prepare complex financial reports.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.

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.