

**COOPER CITY, FLORIDA
CLASS DESCRIPTION**

CLASSIFICATION TITLE: CHIEF FINANCIAL OFFICER

EXEMPT

GENERAL DESCRIPTION OF DUTIES

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. Position develops, recommends, and implements City financial policies and procedures. Under general executive direction of the City Manager, administers the central accounting system and all public funds.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

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 Commission; implements approved policies, programs and procedures accordingly.
- Directs the financial operations of the City by an established central accounting system through subordinate staff, engaged in various areas of accounting and fiscal management, e.g., treasury, budget adherence, customer service, payroll, purchasing, capital improvements, pension, debt administration.
- Directs the preparation of financial statements and cost reports at regular intervals, including operating and capital outlay expenditures, revenue projects, annual budget preparation, 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.
- 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 Commission and City Manager.
- Performs related duties as directed.

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KNOWLEDGE, SKILLS, & 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, 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.
- Ability to maintain effective working relationships with public and staff.

EDUCATION & EXPERIENCE

Bachelor's Degree in Accounting or Finance with seven (7) years progressively responsible experience in budgetary and fiscal accounting, the majority of which shall be in a supervisory or managerial capacity in a municipal government of similar institution; or an equivalent combination of education, training, and experience.

Certified Public Accountant required.

Master's Degree in related field preferred.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling 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.