

# City of Lake City, FL

## Classification Description

Classification Title: DIRECTOR OF FINANCE  
Department: FINANCE ADMINISTRATION

Pay Grade: 19  
FLSA Status: Exempt

### General Description

Performs professional accounting work directing and coordinating financial activities of the City, which includes the responsibility for financial planning, budgeting, accounting, payroll and revenue administration. Work is performed under general direction of the City Manager.

### Nature of Work

#### Essential Functions:

- Under general policy direction, supervises and coordinates the City's fiscal and accounting activities including; financial accounting and reporting; internal controls; internal auditing; financial and accounting data processing; payroll processing.
- Plan, organize, and direct the work of a staff engaged in maintaining the general ledger, payroll, fixed asset records, receipt and disbursement of funds of the City government.
- Assist in the development of the City's operating and capital budgets, including forecasts.
- Direct preparation of all reports and statements on the City's financial affairs in compliance with legal requirements and regulation mandates.
- Coordinate work of the City's external auditors.
- Serve on various committees as specified in the City policy.
- Assists in formulating operating policies, reviews present accounting policies and procedures and recommends changes or modifications
- Acts to ensure that City funds are correctly and effectively managed and that accounting and internal controls are maintained.
- Recommends selection, promotion, discharge, and other appropriate personnel actions for Finance Administration.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses computers for word processing and/or accounting purposes.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Extensive knowledge of the principles, procedures and practices of municipal account, budgeting, and fiscal management;
- Extensive knowledge of the City's laws, ordinances, policies and federal and state requirements of City fiscal management;
- Ability to effectively administer the fiscal affairs of the City;
- Ability to exercise good judgment and maintain fiscal integrity for the City;
- Considerable knowledge of the organization, functions, and financial problems of city governments;
- Considerable knowledge of municipal rules, regulations, procedures, and functions and their relationship to the department;
- Considerable knowledge of the required federal, state and local laws concerning the program area of assignment;
- Analytical ability and skill in preparing administrative and statistical reports and financial statements;
- Ability to assess municipal programs and proposed policies in terms of their financial and administrative implications; to appraise market trends and terms in relation to municipal debt; and to present findings effectively in oral or written form;
- Ability to analyze financial record keeping and accounting problems and to recommend and establish adequate systems and procedures of reporting to provide information required for effective administration;
- Ability to analyze the financial status of the city and to recommend proper courses of action relative to the financing and support of municipal activities;
- Ability to plan, advise, supervise and train subordinate personnel in administrative, accounting and fiscal assignments; and
- Ability to establish and maintain effective working relationships with city officials, employees and the general public.

**Minimum Qualifications:** Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Business Administration, Accounting or Finance, and a minimum of five (5) years paid full time highly responsible work experience in accounting, revenue administration, and other phases of fiscal management, (three (3) years of which must be in governmental account). At least two (2) years of experience in a supervisory capacity relating to public finance functions.

**ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)

**Environmental Conditions:**

- Works inside in an office environment

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date