



Job Title:	Assistant Finance Director		
Department/Group:	Finance	Supervisor:	Finance Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$90,043 - \$135,054	Position Type:	Full-Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Executive Assistant to the City Manager Attention: Human Resources - Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
ROLE AND RESPONSIBILITIES MANAGE THE DAY TO DAY OPERATIONS OF THE FINANCE DEPARTMENT, INCLUDING THE FOLLOWING: <ul style="list-style-type: none"> • Perform daily cash reconciliations and complete monthly bank recons • Initiate debt service payments and record debt-related journal entries • Complete month end closing process each month, including reviewing transaction activity, evaluating ending balances, and recording applicable accrual entries and other journal entries as necessary • Assist the Finance Director with year end closing and audit preparation activities • Assist the Finance Director with fund and department revenue and expenditure estimates for the budget preparation process and eventual adoption of the annual operating and capital budget • Provide ongoing management, oversight, training and support to the Accountant and Payroll/Financial Coordinator • Perform other tasks and functions within the Finance Department, as needed 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS This position requires a Bachelor's in Accounting, CPA preferred (but not required), and 3-5 years local government accounting experience. Proficient in the use of personal computer systems using Word, Excel, Power Point, Publisher, Adobe Illustrator, Access and other similar programs is also expected.			
PREFERRED SKILLS			



Ability to effectively communicate, both orally and in writing. Ability to use a computer keyboard, other pieces of standard office equipment and the telephone. Ability to sit for long periods, bend, stoop, lift to twenty pounds. Other important skills required include:

- Advanced independent judgment, initiative and organization in routine and non-routine situations which occur.
- Perform all work with the highest level of efficiency, flexibility and accuracy in meeting strict deadlines under a high level of pressure.
- Communicate effectively with others, both in person and over the telephone, in a professional, clear and concise manner.
- Maintain composure during emergency situations.
- Handle sensitive information in a confidential and discrete manner.
- Compose clear and concise correspondence, memorandums, reports, and other documents as required.
- Organize, file, and retrieve volumes of written materials.
- Must be capable of dealing with a variety of citizens in a professional, cheerful, and effective manner and conveying the pertinent information to the appropriate City officials.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator
300 Municipal Dr. Madeira Beach, FL 33708 or humanresources@madeirabeach.com