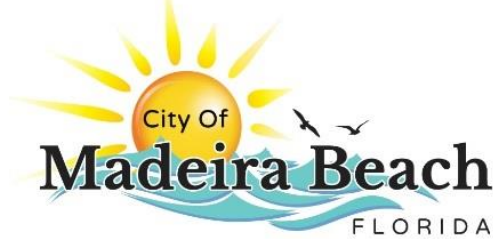


Job Title:	Finance Director		
Department/Group:	Finance Department	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$96,000 - \$110,240	Position Type:	Full-Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 391-9951 humanreources@madeirabeachfl.gov Subject Line: Hiring / Human Resources Attention: Recruiting or Human Resources Department		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Performs highly responsible management and administrative work directing and coordinating the varied functions of the City's Finance Department. Work involves administering the central accounting system functions of the City. Works is reviewed through written reports and is performed under the direction of the City Manager. Description of the roles and responsibilities:</p> <ul style="list-style-type: none"> • Supervises finance division and parking division • Prepare and manage annual budget, capital improvement program (CIP) and comprehensive annual financial report (CAFR) • Coordinate year-end audit process with external auditors • Manage all treasury functions including investment portfolio • Complete timely month-end closeouts and provide monthly reports to the City Commission • Support the City Manager with research/analysis related to administrative/operational decisions • Serve as the City Manager's designated purchasing official • Provide internal audit and internal control functions • Coordinating and directing the financial planning, budgeting, procurement, and investment activities for the City of Madeira Beach. • Developing internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting. • Preparing or directing preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and/or reports required by regulatory agencies. • Advising management on short-term and long-term financial objectives, policies, and actions. • Analyzing the financial details of past, present, and expected operations in order to identify development opportunities and areas where improvement is needed. • Delegating authority for the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments. • Evaluating needs for procurement of funds and investment of surpluses, and making appropriate recommendations. • Leading staff training and development in budgeting and financial management areas. • Maintaining current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards. 			



- Supervising employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's degree in Public Administration, Business Administration, Finance, Accounting, or other related field. Master of Public Administration, Master of Science in Finance, Certified Public Accountant, Certified Public Finance Officer, or related professional designation preferred.

PREFERRED SKILLS

- Strong analytical skills, as related to policy analysis, organizational improvement, and financial management
- Proven ability to creatively balance political goals and interests with financial realities
- Ability to multi-task in a fast-paced, deadline-oriented environment
- Management experience sufficient to guide day-to-day financial operations
- Analyzing Data or Information – Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.
- Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Identifying Objects, Actions, and Events – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Estimating the Quantifiable Characteristics of Products, Events, or Information – Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Provide Consultation and Advice to Others – Providing guidance and expert advice to management or other groups on technical systems, or process-related topics.
- Developing Objective and Strategies – Establishing long-range objectives and specifying the strategies and actions to achieve them.

ADDITIONAL NOTES

Able to work overtime, civil defense recall and occasional weekend and holidays as required.

Reviewed by:		Date:	
Approved By:		Date:	
Updated By:		Date:	