



Job Description

Finance Director

Pay Grade: G14

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum seven (7) years of experience in the maintenance of governmental accounting systems in a responsible management position.

Minimum Education Requirements: Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration or a related field.

Department: Financial Services.

Direct Supervisor: City Manager.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works inside in an office setting.

Certification: Valid State of Florida driver's license, CPA, CPM Certification.

Job Summary: The Finance Director is responsible for professional financial and accounting work in the direction of the City's Finance Department.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Direct the financial administration of the City; supervise the disbursement of City funds.
- Confer with City Manager and department directors regarding fiscal and accounting policies, procedures, and problems.
- Train, supervise, and evaluate subordinates.
- Maintain general accounting system for the City government and units.
- Compile fiscal estimates and fiscal reports (CAFR, etc.).
- Act as custodian of all funds belonging to or under the control of the City or City government units.
- Supervise the collection of all monies, including tax collections and collection of license fees and revenues; direct cash management.
- Prepare budgets and establish controls for budget administration.
- Monitor monthly financial indicators.
- Direct and perform investment activities and bond management programs.
- Coordinate annual financial audit.
- Perform internal audit of policy compliance.
- Monitor GAAP, GASB, and other accounting rulemaking authorities.
- Develop and apply legal policy provisions applicable to financial accounting.
- Direct and formulate EDP activities through subordinates.
- Establish departmental policies and procedures.
- Monitor and report on current grants.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:



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Knowledge

- General laws and administrative policies governing municipal finance and budgetary practices and procedures.
- Modern office practices and of standard office and accounting equipment.
- Laws, ordinances and regulations governing financial operations of the City.
- Implement office and financial automation systems.
- Financing (Bonds, Notes, etc.).

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Advanced computer experience in Excel, PowerPoint and Word.
- Follow and relay complex oral and written instructions, policies and procedures.
- Strong accounting skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Formulate and install standard accounting methods, controls, procedures, forms, and records.
- Evaluate work performed by subordinates.
- Prepare informative financial reports.
- Plan, organize, and direct the work of subordinates.
- Establish and maintain effective working relationships with the Mayor, City Council members, Charter Officers, Department Directors, other employees, and the general public.

Physical Demands

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.



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- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date