

## Finance Director

This is a highly responsible administrative and professional position directing all accounting and financial management activities for the City. Employee is responsible for financial planning, budgeting, accounting, revenue administration, and billing and collection of special assessments and service charges for the City. Although the employee manages a variety of specialized financial and related fiscal operations, as well as providing immediate technical supervision and participation in detailed activities of these operations, primary emphasis is on the formulation and execution of broad policies. Subject to policy and legal requirements, employee is directly concerned with development of effective accounting and fiscal procedures, and procedural improvements in the financial system of the City. Work requires employee to deal effectively with and maintain communications with Council members, the City Manager, department directors, subordinate personnel, representatives of other governmental jurisdictions, private consultants and contractors. Employee supervises all activities of the Finance Department, including property control, accounting, grant administration and supervision of personnel. Duties are performed with considerable initiative and independent judgment under the general administrative direction of the City Manager. May act as City Manager in absence of City Manager. Performance is evaluated based on conferences, reports, observation of program results and goals achieved.

### Examples of Work:

Plans, assigns, directs, supervises and coordinates various City-wide accounting and related fiscal activities. Makes recommendations with respect to implementation of improvements for more efficient use of personnel and equipment. Makes recommendations and decisions regarding operational policies, expenditures, plans and other administrative matters as they affect the department. Prepares and administers the departmental budget. Plans and directs the overall development and the operational controls and techniques for the maintenance of the accounting system. Participates in the preparation of the annual City-wide budget, making forecasts of revenues, expenditures, indebtedness and interest for the upcoming fiscal year. Supervises and directs the gathering, interpretation, recording and distribution of financial data. Prepares and/or supervises preparation of financial records and reports. Monitors fiscal activities and insures compliance with applicable federal, state, county and municipal requirements. Coordinates fiscal services with other municipal departments. Advises department heads on fiscal procedures and administration. Invests temporarily idle funds to assure maximum return consistent with sound investment policies, and insures that investments mature at the appropriate time to provide an adequate cash flow. Compiles, prepares and presents financial records and reports on a regular schedule or upon request. Supplies specific information to investment firms, administrative officials, City Council, the City Manager, the general public and individuals requesting financial data. Participates in the analyses of City financial policies, interprets financial and accounting data, and formulates recommendations for action by the City Manager and the City Council. Represents the City, if designated, in meetings with federal, state, and other external auditors. Reviews results of auditors and is responsible for corrective action if necessary. Prepares annual financial report. Prescribes accounting forms and procedures. Supervises continuous audit of units handling cash and maintaining accounting records. Recommends hiring of eligible applicants and the disciplining, suspension, termination, promotion, or commendation of subordinate employees. Confers with and advises subordinates concerning difficult work problems or the development and installation of new work procedures and policies. Conducts studies of present procedures and policies. Conducts studies of present procedures and

recommends policy and management systems to improve overall operational efficiency and insure proper accountability. Performs other job-related duties as required.

### Minimum Requirements

#### Knowledge, Skills, and Abilities

Extensive knowledge of principles, practices and methods of government accounting, budgeting, and financial administration.

Extensive knowledge of administrative management procedures and techniques.

Extensive knowledge of modern office practices and procedures and standard office and accounting equipment, as well as computers and their application to municipal accounting and finance.

Thorough knowledge of the organization, functions, and financial problems of City government.

Thorough knowledge of municipal rules, regulations, procedures, and functions and their relationship to the department.

Considerable knowledge of the required federal, state and local laws, and their underlying principals concerning government accounting, budgeting and fiscal management.

Considerable knowledge of effective public relations methods and procedures.

Ability to assess municipal programs and proposed policies in terms of their financial and administrative implications.

Ability to appraise market trends and terms in relation to municipal debt.

Ability to analyze and interpret 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, supervise, and train subordinate personnel in administrative, accounting, and fiscal arrangements.

Ability to plan, direct and coordinate the various administrative and fiscal functions of a large municipal department.

Ability to direct the operation of computer facilities and to evaluate and recommend both hardware and software improvements.

Ability to follow complex written and oral instructions, and to prepare and maintain accurate records and reports.

Ability to express ideas and findings clearly and concisely both orally and in writing to groups and individuals.

Ability to effectively interpret the policies of the finance department to employees and the public.

Ability to establish and maintain effective working relationships with employees, officials, and the general public.

Ability to provide effective leadership and maintain harmonious relationships in the department.

#### **Training and Experience**

Graduation from a college or university with a Bachelor's Degree in business administration, accounting, finance, or related field required.

Must have 5 years progressively responsible experience in accounting, business administration, and other phases of financial management.

#### **Salary commensurate with qualifications and experience.**

Applications are available at [www.cityofperry.net](http://www.cityofperry.net) and may be returned by mail to The City of Perry at 224 S. Jefferson St. Perry, FL 32347 or by email to [hr@cityofperry.net](mailto:hr@cityofperry.net)

Applications accepted through April 19, 2024 or until position is filled.