

MAJOR FUNCTION

This is an executive level position with primary responsibilities to include the oversight, planning, directing, and coordination of the City's Financial Services Department. The incumbent is responsible for the management of the City's financial accounting and reporting, payroll, non-utility accounts receivable, fixed asset tracking, inventory, procurement, grants management, and ERP functions. The department also supports, maintains, and provides security, training, reporting, helpdesk functions, and data integrity assurance for the PeopleSoft financials payroll systems. The director assures administrative and accounting compliance with various federal, state, regulatory and City requirements. The director participates in, and formulates, strategic plans and performance measures to achieve Administrative & Professional Services' short and long term goals. Work is done independently with general direction from the Assistant City Manager over Administrative & Professional Services. Work is reviewed through reports, conferences, observation and results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Directs and supervises the Financial Services Department's division managers in planning, organizing, monitoring and coordinating efforts to develop, support and execute a comprehensive array of municipal financial services, to include accounting services and functions; grants management services and functions; procurement services and functions; and ERP services and functions. Leads the administration process for the City's year-end audit and state financial reporting. Leads and supervises the research, development and implementation of all financial systems to meet changing needs of the City. Oversees administrative and accounting compliance with various federal, state, and local regulatory requirements. Attests to the integrity of financial information by reviewing each of this department's managers' reports and analysis to ascertain the reasonableness of assumptions, facts, conclusions and recommendations therein. Oversees the management of the internal controls that safeguard the City's resources, reliability of financial information, and compliance requirements as pertains to requirements. Leads division managers who may be assigned as head of project teams assigned to major projects. Takes a lead role in accounting systems and process evaluation, testing, reconfiguration and implementation as pertains to Accounting and Financial reporting; Grants Management functions; Procurement Services; Financial Services and ERP Services. Prepares and administers the department's budget. Recommends the selection, transfer, promotion, grievance resolution, discipline, or discharge of subordinate employees. Conducts performance evaluations, and recommends approval or denial of merit increases. Performs related work as required.

Other Important Duties

Directs the preparation of agenda items for City Commission meetings. Develops the mission, goals and strategic plan to achieve the department's short and long term goals. Oversees team building, development, training, coaching and mentoring of the department's managers and staff. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of administrative management procedures and techniques. Thorough knowledge of generally accepted accounting principles, including governmental and proprietary accounting and budgeting. Thorough knowledge of organization, functions, and financial problems of municipal government. Thorough knowledge of the required federal, state, and local laws concerning financial accounting, reporting and auditing. Thorough knowledge of the audit process. Thorough

knowledge of various financial and statistical analysis techniques. Considerable knowledge of modern office practices and procedures, and standard office and accounting equipment, as well as information processing equipment, and their application to financial services and processes. Ability to plan, direct, supervise, coordinate, organize, and execute financial services and functions. Ability to assign and review the work of department managers and provide proper instruction in a manner conducive to improve performance. Skill in the use of microcomputers and associated programs and applications as are necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, or a related field and seven years of professional experience in governmental accounting or finance; or an equivalent combination of training and experience. Five years of the required experience must have been in a supervisory capacity.

An incumbent of this job classification may be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 12-14-98
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07-13-09*
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