



## CITY OF PAHOKEE

### JOB DESCRIPTION

**JOB TITLE:** Director of Finance

**DEPARTMENT:** Finance

**REPORTS TO:** City Manager

**SUPERVISES:** City Finance Department

**FLSA:** Exempt

#### JOB SUMMARY:

Under the guidance of the City Manager, this position serves as a key member of the City's leadership team with direct responsibility for the effective implementation of City-wide strategic and operating initiatives. The Finance Director supervises all activities of the Finance Department, including preparing analysis and projections; maintaining the integrity of the integrated financial information system. The Finance Director serves at the will of the City Manager and may be appointed or removed by the City Manager. Must be able to think strategically and exercise considerable initiative and independent judgment.

#### ESSENTIAL TASKS:

- Plan, assign, direct, supervise and coordinate various city-wide accounting and related fiscal activities; make recommendations with respect to the implementation of improvements needed to effect more efficient use of personnel and equipment;
- Make recommendations and decisions regarding operational policies, expenditures, plans, and other administrative matters as they affect the department; prepare and administer the departmental budget;
- Plan and direct the overall development and the operational controls and techniques for the maintenance of the central accounting system;
- Participate in the preparation of the annual city-wide budget, making forecasts on the revenues, expenditures, indebtedness, interest, etc., for the upcoming fiscal year;
- Supervise and direct gathering, interpreting, recording, and distributing financial data; prepare or supervise the preparation of financial records and reports; monitor fiscal

activities and ensure compliance with applicable federal, state, county, and municipal requirements; coordinate fiscal services with other municipal departments;

- Exercise supervision over special funds; negotiate safe investments for special funds and recordkeeping of the funds;
- Invest temporarily idle funds to ensure maximum return consistent with sound investment policies;
- Compile, prepare and present financial records and reports on a regular schedule or upon request; supply specific information to investment firms, administrative officials, the city commission, the general public, and individuals requesting financial data;
- Participate in the analysis of city financial policies; interpret financial and accounting data; formulate recommendations for action by the city manager and the city commission;
- Review results of auditors and responsibility for corrective action if necessary;
- Prepare annual financial report as required by the Charter;
- Prescribe accounting forms and procedures; supervise continuous audit of units handling cash and maintaining accounting records;
- Confer with and advise subordinates concerning difficult work problems or regarding the development and installation of new work procedures and policies;
- Conduct staff studies; recommend policy and management systems that affect the overall city to ensure proper accountability to control operations;
- Work closely with the city manager and other department heads concerning the automated accounting systems and in developing new data processing applications for financial management and control; set priorities and give general direction to financial data processing activities;
- Responsibility for the preparation of bonds of indebtedness and for the collection of revenues;
- Through association with national technical societies, trade and professional associations, other governmental jurisdictions and private businesses, keep informed of current developments in the field of purchasing, prices, market conditions and new products;
- Receive and verify requisitions and determine propriety of proposed purchases; consolidate departmental requisitions when possible; develop and consult list of appropriate vendors and prepare formal or informal bid invitations as appropriate; receive and analyze quotations and bids for relative prices and consistency with specifications; select best bid and prepare and award contracts to vendors for purchases or prepare recommendations for action by the city manager or city commission;

- Supervise the preparation of specifications for the purchase of equipment, materials and services;
- Keep currently informed of laws, rules and regulations affecting the relationship of principal and agent, as well as those affecting contracts and delivery material, and conduct studies for the improvement of procurement and supply policies and practices;
- Advise other departments of purchasing requirements and procedures and monitor for compliance;
- Advise subordinates concerning difficult work problems in the development and installation of new work procedures and policies;
- Participate in the analysis of city purchasing policies; review type and level of inventory maintained; interpret data; formulate recommendations for action through the department head to the city manager and the city commission;
- Act as the city's official disbursement officer, preparing, signing, and disbursing cash, checks or negotiable instruments;
- Required to work and attend meetings outside regular business hours;
- Attend work on a continuous and regular basis;
- Perform related work as required.

#### EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree from an accredited college or university in business or public administration, accounting, public finance or directly related field.
- Professional level administrative experience with increasing responsibilities, including a minimum of five (5) to eight (8) years of progressively responsible experience in accounting and financial management for a governmental agency or other large entity

OR

- An equivalent combination of education, training and experience which provide the required knowledge, skills and abilities.

#### Preferred Qualifications:

- Certified Public Accountant, Certified Government Finance certification or Certified government Finance Officer (CGFO).

- Knowledge of laws, procedures and policies governing and affecting Government Finance. Must have knowledge of GAAP. The ability to construct and implement accounting methodology. The willingness to develop and maintain effective working relationships with Government Agencies.

#### PHYSICAL REQUIREMENTS

The Director of Finance will spend long hours sitting and using office equipment and computers, which can cause muscle strain.

#### ENVIRONMENTAL CONDITIONS

The incumbent is located in a busy office. The incumbent is faced with constant interruptions and must meet with others on a regular basis.

#### SENSORY DEMANDS

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer conducting financial analysis and preparing detailed reports which requires attention to detail and high levels of accuracy.

#### MENTAL DEMANDS

The Director of Finance must meet several deadlines and will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

\* Denotes essential functions of the job. The City of Pahokee promotes an equal employment opportunity workplace which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.

#### ACKNOWLEDGE:

I acknowledge that I have read the job description and requirements for the Director of Finance position and I certify that I possess the requisite qualifications and skills to perform these essential functions.

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Applicant Signature

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Date

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Witness