

**Title:** Finance Director  
**PG:** PB2  
**Status:** Non-Civil Service  
**Position Reports to:** Assistant City Manager  
**Department:** Finance

**Class Code:** 1033  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS**

This responsible professional work in the administration and management of the Finance Department of the City. The Director is the Chief Administrator for the Department which includes Central Accounting, City Clerk, City Treasurer, Finance Customer Billing, and the Electric and Water Finance Division. Work involves the responsibility for planning, scheduling, supervising and participating in all phases of the City's financial activities. General direction is received from the City Manager and the Assistant City Manager.

### **ESSENTIAL FUNCTIONS:**

1. Formulates departmental goals and objectives. Plans, organizes, and assigns responsibilities to ensure goal attainment. Reviews work of subordinates as required.
2. Supervises the Assistant Finance Director, Division Directors, City Clerk, and other management personnel and reviews performance.
3. Responsible for maintaining an adequate accounting system for recording financial data and providing a Comprehensive Annual Financial Report to the City Commission, and other interested parties. Performs financial analysis and prepares financial and statistical reports as required.
4. Develops departmental policies and procedures. Develops accounting policies and procedures for all departments within the framework of the City Charter; Federal, State and local laws; City policies; and authoritative accounting standard-setting bodies such as the Governmental Accounting Standards Board.
5. Works closely with the City's Financial Advisor(s), Investment Bankers, Legal Counsel and City Management in project and financial planning, and the issuance of debt. Provides input and assists with the development of various legal and bond disclosure documents associated with the issuance of debt, and the refinancing of debt to include the Electric and Water Utility. Issues the Annual Report to Bondholders and provides required disclosure to Nationally Recognized Municipal Securities Information Repositories.
6. Assures compliance with bond and loan covenants.
7. Establishes investment policies and coordinates the long-term investment of surplus funds.
8. Prepares revenue and expenditure forecasts and coordinates the preparation of the annual budget. Ensures compliance with TRIM statute.
9. Attends City Commission meetings and Commission Committee meetings and advises the City Commission, City Manager and Department Directors with respect to financial matters.
10. Acts as City Clerk when required.
11. Prepares oral and written reports to the City Manager and City Commission and other City departments as required.
12. Works with State agencies such as the Division of Bond Finance, the Auditor General, and the Florida Department of Revenue to ensure compliance with State law and procedural requirements. Also works with various State and Federal agencies in obtaining financing or grants for City programs.
13. Assists the general public, actuaries, independent auditors, rating agencies, insurance companies, investment banking firms, brokerage firms, bondholders, and other interested parties in obtaining information relating to the City's finances and outstanding debt.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

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**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of municipal accounting principles and procedures as applied to a complex, municipal accounting system involving a large number of complicated transactions.
2. Thorough knowledge of applicable laws, regulations, procedures and processes governing the receipt, custody, expenditure and accounting of monies of the City government.
3. Thorough knowledge of modern office practices, procedures and equipment, including PC's and various software applications related thereto.
4. Ability to plan, organize, direct and supervise the work of Departmental personnel in the most efficient and productive manner in order to achieve Departmental goals and objectives.
5. Ability to prepare oral and written financial reports.
6. Ability to absorb complex financial problems or issues and apply technical knowledge to derive solutions or alternatives.
7. Thorough knowledge of City policies and procedures.
8. Ability to deal effectively with City departments, City administration, and the general public.
9. Ability to use sound judgement and competent decision-making in the administration of the Department and in handling the financial affairs of the City.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to bright/dim lights, dusts and pollen.  
The job requires normal visual acuity, and field of vision, hearing, speaking, and color perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited college or university with major course work in accounting.
2. Applicants shall have eight (8) years of progressively responsible experience of which 4 years shall be in a management capacity.
3. Persons holding an active designation of Certified Public Accountant (CPA) will be given preference in the selection process.
4. Completion of Certified Public Manager (CPM) or completion within three (3) years.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.