

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: DIRECTOR OF FINANCE (Job Code 340).

GENERAL STATEMENT OF JOB

Under administrative direction provides comprehensive administration of all fiscal activities for the city. Responsibilities include planning, directing, and coordinating all accounting, debt management, treasury management, billing and collecting of city revenues, and purchasing activities. Position provides executive level technical supervision to the Finance Department and participates in the formulation of and execution of broad city financial policies. Position has the considerable responsibility of development and administration of the city's annual operating budget. Subject to policy and legal requirements, incumbent plans and develops all financial operations. Work is self-directed with a periodic evaluation based upon achievement of specific goals and an executive level of performance.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Provides overall management of the city's fiscal activities, including budgeting, accounting, cash management, purchasing, water and wastewater, waste, and recycling billing, and ensures division compliance with federal, state, and local laws and regulations.

Prepares, publishes, and administers the city's annual operating budget, and prepares and publishes the city's Comprehensive Annual Financial Report, in accordance with generally accepted accounting principles.

Directs, supervises, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations; coordinates training activities.

Plans, coordinates, and controls the city's accounting system, and implements cash management techniques.

Administers and coordinates investment activities, revenue collections, banking services, debt service, and other financial activities.

Approves all departmental, capital outlay, and city-wide expenditures, maintaining constant monitoring for continuing adherence to established budgetary constraints and administrative objectives.

Develops long and short-term financial plans, goals, and objectives for the City; develops expenditure and revenue budget forecasts; prepares capital improvement financing plans; conducts long-term financial planning and forecasting; identifies and recommends funding sources and timeframes for capital projects.

Prepares salary schedules and cost estimates for negotiations with collective and non-collective bargaining units, projecting long range costs, and providing recommendation for methods of funding.

Works collaboratively with other departments in preparing and implementing budgets, Reviewing and discussing budget transfer requests, and in revising accounting and billing systems.

Consults with the City Manager and other officials to review City financial operations, department operations/activities; reviews/resolves problems, receives advice/direction, and provides recommendations; prepares various reports for City Manager and City Commission.

Provides financial information and expertise to the City Manager, City Commission, departments, the public, or other agencies; provides guidance/assistance to other departments on budget, accounting, other issues; responds to questions or complaints from citizens, the media, or employees regarding financial issues or department operations; provides information, researches problems, and initiates problem resolution.

Develops and implements policies and procedures pertaining to financial operations and activities; develops and implements internal control systems and procedures to reduce potential errors.

Reviews and evaluates non-routine customer complaints, proposals from contractors, and City Commission meeting agenda, and provides resolution or makes recommendations where required

Organizes and collaboratively administers FEMA reimbursable expenditures due to emergencies.

Interprets, applies and ensures compliance with established policies/procedures, governmental accounting standards, and all other applicable laws, codes, statutes, rules, regulations, and standards; initiates any actions necessary to correct deviations or violations.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, financial management systems, e-mail, internet, or other software programs.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new practices, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends seminars, conferences, workshops, and training sessions as appropriate.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree, in Accounting, Finance, Business Administration or closely related field, supplemented by minimum seven (7) years progressively responsible experience, three (3) of which shall be acquired in municipal finance at the management level. Certified Public Accountant, Certified Public Finance Officer, or Master's Degree in Finance, Public Administration, Business Administration or closely related field are preferred. Experience in governmental accounting, financial management, budget preparation/administration, long range financial management, budget management, purchasing, general accounting, fund accounting, financial reporting, fiscal record maintenance, accounting controls, management, and personal computer operations. Must be proficient with the Microsoft Office suite. Familiarity with SunGard financial systems is preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (10-20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge and understanding of the principles and practices of governmental administration in relation to accounting, purchasing, and financial reporting.

Knowledge and understanding of budgeting and municipal fiscal management.

Knowledge and understanding of the organization, functions and financial challenges of municipal government administration.

Knowledge and understanding of cash management, pension, investment, and modern banking relationships.

Knowledge of long range planning principles and administration, organization, and supervision.

Knowledge of long range planning principles and methods.

Skilled in both written and oral communications for effective expression of ideas and clarity in task assignment.

Ability to develop routine and non-routine comprehensive fiscal reports.

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 present findings effectively in complex, oral or written reports.

Ability to establish and maintain effective work relationships with other employees, city officials, debt rating agency personnel, investors, users of municipal financial reports, the investment banking community and the general public.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date