

# **CITY OF MARGATE, FLORIDA**

## **JOB DESCRIPTION**

### **JOB TITLE: DEPUTY FINANCE DIRECTOR (Job Code 332)**

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#### **GENERAL STATEMENT OF JOB**

Under general direction, this is highly responsible administrative and technical work in the operation of fiscal matters including providing management, analysis and assistance to the Director of Finance, as well as supervising Finance Department employees consisting of Accounting/Budgeting and Purchasing Divisions. An employee in this class is responsible for assisting in the direction and supervision of City financial operations including all financial activities of the department. Duties involve assisting in the formulation of City financial policy and the development of financial systems. The incumbent exercises an extensive degree of originality, initiative, ingenuity, judgement and professional financial knowledge, assisting with the formulation of City financial policy and in providing the Director of Finance with reliable information for making long and short-term policy decisions.

#### **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.**

Plans, directs, and coordinates work performed by Finance Divisions (Accounting/Budgeting and Purchasing). Supervises, directs, and evaluates assigned staff, addresses employee concerns and problems, directs work, counsels, disciplines, and completes employee performance appraisals; conducts interviews and makes hiring recommendations.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Oversees and participates in the development and administration of the City's annual budget and performs as lead team member for City's annual budget including budget book preparation, payroll projections, department meetings, analysis, budget workshop and hearings, budget ordinances, budget resolutions, property tax calculations, etc. Ensures City budget book meets the criteria for the GFOA Budget Award. Manages, oversees and participates in the preparation of the City's operations and capital improvement budgets, provides support to Directors and the City Manager in budget development; prepares and presents budget presentations for budget workshops and hearings; assists with review of all budget documents for the City; analyzes and makes specific recommendations on budget requests, performs analysis

Assists with coordination and participates in the City investment process; maximizes income and safety through daily and long range investment policies while working in conjunction with investment advisors; plans and coordinates tax-exempt and other financing as required; analyzes and maintains all bond issues; administers project and debt bond programs for the City.

Assists in the formulation and development of financial policy for the City; reviews existing policies and modifies, updates, and revises as necessary; attends meetings and conferences with various City officials; incorporates current authoritative guidelines into existing policy and in the establishment of new policy.

Assists in the development of financial systems; reviews and makes recommendations concerning computerized applications related to City financial activities; reviews the conceptual design and development of financial systems.

Manages outside consultants and/or prepares as needed reports for the City including Cost Allocation, Rate Studies, Fire Rescue Assessment, Building Utilization, Senior Center projections, and various other reports.

Interprets statutes, policies and directives to subordinate staff; assists in difficult areas involving accountability of funds collected and banking deposit procedures; coordinates workflow with the Information Technology Department, and assists in the implementation of automated financial procedures.

Administers departmental personnel services, submits purchase requisitions, prepares annual budget requests, prepares comprehensive operating reports and conducts necessary correspondence.

Ensures that City accounting practices and reporting policies are in accordance with all applicable laws, standards and regulations; coordinates work with internal and external users of City financial information to ensure appropriate levels of reporting.

Monitors and evaluates the efficiency and effectiveness of service delivery goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Represents the City in financial matters with other governmental entities in absence of Finance Director, or as assigned.

Performs Purchasing oversight and reviews/approves purchase requisitions.

Exercises considerable initiative with wide latitude for independent judgement and expected to resolve problems of a technical and professional nature.

Conducts, directs, and participates in major projects to define financial policy for the City, as well as projects to develop or significantly modify major computerized financial systems.

Participates in union negotiation team and prepares requested documents including salary projections or other financial scenarios used in negotiations.

Assists with the preparation of the City's Comprehensive Annual Financial Report to ensure document meets standards required for annual GFOA Excellence in Financial Reporting Award.

Serves as department director in the absence of the director, including attending and participating in City Commission and department director meetings.

Works with Finance Director on special projects as directed.

Performs emergency response duties as assigned.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in accounting, business administration, or closely-related field, supplemented by a minimum of eight (8) years of increasingly responsible full-time experience in municipal governmental accounting, management, including at least five (5) full years in a supervisory capacity along with a minimum of three (3) years' experience in the preparation of a governmental agency's Comprehensive Annual Financial Report and/or a governmental agency's annual budget. CPA license or CGFO designation 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**

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

Extensive knowledge and understanding of budgeting and municipal fiscal management.

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

Ability to prepare and interpret complex financial statements, reports, and analyses.

Ability to make process improvement changes to streamline procedures.

Organizes, supervises, and coordinates the work of subordinate employees and project teams.

Communicates effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.

Prepares clear and effective financial, statistical, and narrative reports, correspondence, informational materials, policies, procedures, and other written materials.

Represents the City and the department effectively in contacts with City departments, public, and others.

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

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

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 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.