

CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Finance Director	CLASSIFICATION: Exempt
DEPARTMENT: Finance	PAY GRADE: 593
SUPERVISED BY: City Manager	

POSITION SUMMARY: Professional and administrative position responsible for planning, organizing, coordinating and directing the complex financial activities of the City. The work involves varied governmental accounting and related activities requiring broad financial knowledge and a high degree of accuracy in safeguarding public funds and the City's financial condition. Advises the City Manager and other officials of revenue and expenditure levels and assists in the preparation of the annual budget. Position requires strong supervising/managerial skills and technical writing ability. Provides the City Manager with timely and informative financial projections, operating statements and related reports. Qualifications and a summary of duties and responsibilities are set forth below.

ESSENTIAL JOB FUNCTIONS (Typical):

- Maintains and monitors accurate financial records of the City for all fund types including phases of utility operations, accounts payable, purchasing, payroll, general ledger, cash remittance and fixed assets.
- Compares detailed revenue and expenditure reports with budget estimates to identify variances requiring changes in projected operating levels.
- Prepare tax and user fee revenue projections and recommend rate adjustments when required.
- Prepares special financial statements and report for the information and guidance of City officials. Prepares monthly financial statements of all City funds; prepares monthly budgetary reports and cash flow statements.
- Responsible for the completion of annual audit and report as required by Florida Statutes and the Rules of the Auditor General. Submits all necessary reports after completion and acceptance of audit to external government agencies.
- Manages the daily finance administration of the City, including internal auditing functions. Advises department Director's and other staff on accounting policies and interprets and applies them to various City functions. Reviews all purchase and check requests and insures compliance with the City Policy and budget availability.

- Organizes, coordinates and prepares annual budget ensuring compliance with Florida Statutes and City Charter. Calculates the personnel and benefits cost for all departments.
- Establishes bank accounts, makes transfers, and resolves bank problems with bank personnel.
- Responsible for designing, implementing, recording, and controlling all revenue collection, and administers all bond indebtedness of the City.
- Approves and controls disbursement funds, including bond payments and monitors compliance with bond covenants.
- Direct the preparation of agenda items for the City Council involved in Finance Department activities; prepare presentations, review all agenda items for budget notes and provide guidance to other departments, elected officials, financial institutions, civic and other organizations as City's Chief Finance Officer.
- Attend bond validation, and other jurisdictional and public hearings.
- Debt Management, banking and investment transactions for the various funds.
- Project future revenues and expenditures and prepares annual opening and capital projects budget.
- Responsible for maintaining financial compliance with County, State and Federal grant requirements and submitting requests for grant funds.
- Review grant contracts and bond documents for compliance with financial terms and conditions.
- Coordinate the assignments of fiscal advisors, auditors and consultants.
- Reviews accounts receivable, payable and payroll for compliance with City, State and Federal regulations.
- Directs and manages the Finance Department; reviews present accounting procedures and policies, recommends changes or modifications to increase the efficiency and effectiveness of accounting operations; coordinates overall accounting activities. Reviews the work of subordinates for completeness and accuracy.
- Coordinate insurance, Billing (Utilities, Cemetery, Police), and Computer Operations.
- Audit City operations, assets and inventory and other control systems and perform management evaluations as directed by the City Manager.
- Establish and maintain grant and loan accounting records as required.

- Evaluate the adequacy of accounting methods, recording techniques, work flow, cash management, etc., and identify and implement improved procedures.
- Process State and Federal tax returns.
- Interacts with business persons/vendors, consultants, insurance representatives, auditors, attorneys, City Manager, co-workers and general public.
- Perform other duties not specifically enumerated within the job functions listed above as may be required at the discretion of the City Manager.

FUNCTIONS, KNOWLEDGE AND ABILITIES:

- Follow City Manager's directions and complete assignments accurately and timely, maintain professional standards of conduct and performance, acceptable attendance record. Work safely, diligently and responsibly at completing assigned duties independently and confidentially without close supervision.
- Willingness and ability to support the City goals program and objectives, and comply with the City's regulations and procedures.
- Thorough knowledge of accounting theory, principals and practices and their application to a variety of accounting transactions and problems.
- Thorough knowledge of municipal and State accounting principles and practices and the provisions of State and Federal laws and governmental accounting standards as they pertain to municipal revenues, expenditures, and recording requirements.
- Knowledge of modern office management and supervisory principals and practices.
- Knowledge of statistics and application in financial analysis.
- Knowledge of Florida TRIM Rule.
- Knowledge of Florida Public Record Laws and Florida Statutes governing Cities governmental practices and procedures.
- Analyze and interpret fiscal and accounting records and reports, identify operating deficiencies, and recommend appropriate action.
- Establish and maintain effective working relationships and interact courteously with the public, City officials, co-workers, and subordinates.
- Through knowledge of taxes (payroll, sales and property).
- Knowledge of computerized governmental accounting and related software systems.
- Ability to read, comprehend, implement, and complete clear and comprehensive written and/or oral reports and directions in English.
- Willingness and ability to exercise sound judgement, and perform at a high level of

efficiency and productivity.

QUALIFICATIONS:

Minimum:

Education: Bachelor's degree in Accounting or Finance from a college acceptable to the City.

Experience: Eight (8) or more years of accounting experience, including two (2) or more years in governmental/budgeting/fund accounting and two (2) or more years of supervisory experience. CPA or Masters in Accounting, Finance or closely related field may be substituted for two (2) years experience.

Essential Physical Skills: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable).

Preferred:

Education: Masters Degree in finance or closely related field.

License/Registration/Certification: Certified Public Accountant, Certified Governmental Finance Officer and/or Certified Fraud Examiner desirable.

Experience: Florida local government finance/accounting experience.

ENVIRONMENTAL CONDITIONS: Work is performed in a normal office environment.

ENVIRONMENTAL CONDITIONS

THE BLOCKS SHOW THE ENVIRONMENTAL CONDITIONS UNDER WHICH YOU PERFORM YOUR ESSENTIAL JOB FUNCTIONS AND HOW FREQUENTLY THEY OCCUR DURING A TYPICAL OR AVERAGE WORK WEEK. THE ACTUAL CONDITIONS MAY VARY SUBSTANTIALLY ON A PARTICULAR WORK DAY.

KEY: CONSTANT: More than 80% (6 ½ hours or more per 8 hour day.)
 VERY FREQUENT: 51% - 79% (4 ½ - 6 hours per 8 hour day.)
 FREQUENT: 21% - 50% (2 ½ - 4 hours per 8 hour day.)
 OCCASIONAL: 6% - 20% (1 - 2 hours per 8 hour day.)
 RARELY: 0% - 5% (Less than 1 hour per 8 hour day.)

TYPE OF ENVIRONMENTAL CONDITIONS	CONSTANT	VERY FREQUENT	FREQUENT	OCCASIONAL	RARELY
Work Inside	X				
Work Outside				X	
In Heat				X	
In Cold					X
In High Humidity		X			
In Dampness or Chilliness					X
In Dry Conditions					X
In or with Noisy Conditions				X	
In Darkness					X
In or with Dusty Conditions				X	
With Silica, Asbestos, Etc.					X
With Fumes or Gases					X
With Smoke or Flames					X
With Chemicals					X
With Solvents					X
With Grease or Oils					X
With Radiant Energy					X
With Electrical Energy					X
On Slippery Surfaces					X
On Uneven Surfaces					X
In or With Moving Objects					X
In or With Moving Vehicles				X	
On or With Ladders/Scaffolding					X
At Heights above Ground Level				X	
to 10 Feet					X
Below Ground level (Ditches,					X
With <input type="checkbox"/> feet <input type="checkbox"/> legs or					X
With Explosives					X
With Vibrations					
Working Closely with Others	X				
Working Alone		X			
With Poor Lighting				X	
With Poor Ventilation					X
With Odors					X

ESSENTIAL PHYSICAL ABILITIES

THE BLOCKS SHOW THE TYPES OF PHYSICAL SKILLS REQUIRED TO PERFORM THE ESSENTIAL JOB FUNCTIONS AND HOW FREQUENTLY THEY OCCUR DURING A TYPICAL OR AVERAGE WORK WEEK. THE ACTUAL CONDITIONS MAY VARY SUBSTANTIALLY ON A PARTICULAR WORK DAY.

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TYPE OF PHYSICAL SKILLS	CONSTANT CONSTANT	VERY FREQUENT	FREQUENT	OCCASIONAL	RARELY
Heavy lifting (45 pounds and					X
Moderate lifting (15 to 44				X	
Light lifting (under 15 pounds)			X		
Heavy carrying (45 pounds and					X
Moderate carrying (15 to 44				X	
Light carrying (under 15			X		
Reaching above shoulder				X	
Use of fingers	X				
Both hands required	X				
Climbing (use of legs and arms)					X
Climbing (legs only)				X	
Good near vision	X				
Good distant vision		X			
Both eyes required		X			
Depth perception		X			
Distinguishing basic colors		X			
Distinguishing shades of colors			X		
Good hearing (with hearing aid)	X				
Good hearing (without hearing			X		
Straight pulling					X
Pulling hand over hand					X
Pushing				X	
Walking				X	
Standing			X		
Crawling					X
Kneeling					X
Bending				X	
Balancing				X	
Smelling					X
Tasting				X	
Stooping				X	
Jumping					X
Running					X
Throwing					X
Driving (cars, small vans,			X		
Driving/operating (heavy					X
Good night vision/driving		X			
OTHER (List Below)					

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

REVIEWED: _____ **DATE:** _____
Human Resources

I accept appointment to the foregoing Classification at a pay rate of \$ per _____, or a salary of \$_____ and I will perform the required duties and responsibilities set forth above.

I understand that my appointment and continued employment is subject to the City's Personnel Policies and Procedures, and that my employment is for an indefinite term and does not confer a legal property or other right to this or any other position.

EMPLOYEE'S NAME (please print): _____

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EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

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APPROVED: _____ **DATE:** _____
_____ City Manager

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