



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Finance Director
DEPARTMENT: Finance
DIVISION:
SUPERVISED BY: City Manager

JOB SUMMARY/OVERVIEW OF THE POSITION: The Finance Director is a key member of the City's leadership team, responsible for the overall management, direction, and integrity of the City's financial operations. This position oversees accounting, budgeting, treasury, debt management, payroll, procurement, grants, and financial reporting. The Finance Director also has responsibilities related to risk management, including insurance coordination and claims processing, to ensure proper protection of City assets and compliance with all applicable regulations. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- **Financial Management & Reporting**
 - Develop, implement, and maintain sound financial policies and practices.
 - Prepare, present, and monitor the City's annual operating and capital budgets.
 - Ensure timely and accurate preparation of the Comprehensive Annual Financial Report (CAFR) and other required financial reports.
 - Oversee accounting, accounts payable/receivable, payroll, and utility billing.
 - Manage investments, cash flow, and banking relationships to maximize returns and safeguard funds.
- **Internal Controls & Compliance**
 - Ensure compliance with federal, state, and local financial regulations, including Governmental Accounting Standards Board (GASB) requirements.
 - Establish and monitor internal controls to protect City assets.
 - Coordinate and support annual external audits and respond to audit findings.
- **Procurement & Grants**
 - Oversee procurement and purchasing functions to ensure compliance with City policy and state law.
 - Manage vendor contracts, bids, and requests for proposals (RFPs).
 - Provide financial review of contracts, agreements, and purchases.
 - Oversee grant management, including application review, financial reporting, compliance, and audit support.
- **Risk Management & Insurance**
 - Serve as the City's liaison with insurance providers, brokers, and risk management agencies.
 - Coordinate the administration of the City's insurance programs (property, liability, workers' compensation, etc.).
 - Oversee the submittal and tracking of insurance claims, ensuring timely processing and resolution.
 - Maintain risk management records and prepare reports as needed for City leadership.
 - Provide recommendations on risk reduction strategies and cost containment.

- **Leadership & Administration**

- Supervise, train, and evaluate Finance Department staff.
- Advise the City Manager, City Council, and department heads on financial matters and long-term planning.
- Attend City Council meetings and provide professional input on fiscal issues.
- Performs other duties as assigned by the City Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of:
 - Governmental accounting principles, practices, and standards (GASB).
 - Budget development, forecasting, and financial reporting in a municipal environment.
 - Procurement regulations, contract administration, and grant compliance.
 - Risk management practices and municipal insurance programs.
 - State and federal laws governing municipal finance and recordkeeping.
- Skills in:
 - Strategic financial planning and fiscal analysis.
 - Preparing and delivering clear, accurate financial reports and presentations.
 - Negotiating contracts and vendor agreements.
 - Managing, mentoring, and developing staff.
 - Utilizing financial management software and Microsoft Office applications.
- Ability to:
 - Establish and maintain effective working relationships with City officials, staff, vendors, auditors, and the public.
 - Interpret and apply complex financial regulations and policies.
 - Analyze data, identify trends, and make sound recommendations.
 - Handle sensitive information with integrity and confidentiality.
 - Work under pressure, meet deadlines, and manage multiple priorities.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

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). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (20) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor's degree in Accounting, Finance, Public Administration, or related field required; Master's degree or CPA preferred.
- Minimum of seven (7) years of progressive experience in governmental finance, including supervisory experience.
- Strong knowledge of governmental accounting, budgeting, auditing, financial reporting standards, procurement, and grant management.
- Experience in municipal risk management and insurance claim processing preferred.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE