

**Deputy Finance Director
FINANCE DEPARTMENT
Full-time Exempt
Salary Range: \$64,688– \$100,276 DOQ**

The Deputy Finance Director plans, oversees and directs the City accounting and payroll operations and services within the Finance Department. The employee has considerable responsibility for planning, implementing and directing departmental goals and objectives, formulating departmental policies and coordinating all administrative aspects of the department to ensure compliance with organizational policies and federal and state law. Employee works with a high degree of independence & initiative, and confers with department director on matters involving unusual administrative or legal problems. The employee has hiring and firing authority, subject to approval by the Finance Director.

The Deputy Finance Manager must have thorough knowledge of accounting principles and procedures, thorough knowledge of the laws, rules, guidelines and regulations applicable to governmental accounting; knowledge of data processing and computer operations; knowledge of modern office practice and procedures.

A comprehensive job description will be provided upon request.

Minimum Qualifications - CPA Certification or Master's Degree in Accounting, Finance or related field; supplemented by five (5) to seven (7) years progressively responsible governmental accounting experience, to include four (4) years experience within a supervisory/lead capacity. Certified Government Financial Manager (CGFM) or Certified Government Finance Officer (CGFO) Certification recommended.

Please submit applications, resumes and applicable certifications to; Human Resources, City of Mount Dora, 510 N. Baker St., P.O. Box 176, Mount Dora, FL 32757-0176. Fax: (352) 735-9457 or Email: hr@ci.mount-dora.fl.us. You may download an application from our web site at www.cityofmounddora.com.

The City of Mount Dora is Equal Opportunity Employer. In Compliance with the Americans with Disabilities Act, the City of Mount Dora will provide accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Mount Dora is a drug-free, smoke-free, EOE.