

Finance Director

FINANCE DEPARTMENT

Full-time Exempt

Salary Minimum: \$74,572 DOQ

This position plans, oversees and directs the Town's accounting, investment and payroll operations and services within the Finance Department. The employee is responsible for planning, implementing and timely achieving specific goals and objectives, formulating policies and coordinating all administrative aspects of financial management to ensure compliance with organizational policies and federal and state law. Employee works with a high degree of independence and initiative.

The ability to work collaboratively with elected and appointed officials as well as peers is required. Applicants must demonstrate and have thorough knowledge of county or municipal accounting principles and procedures, thorough knowledge of the laws, rules, guidelines and regulations applicable to governmental accounting; budgeting; knowledge of financial software and computer operations; knowledge of modern office practice and procedures are also required.

Minimum Qualifications - CPA Certification or Bachelor's Degree in Accounting, Finance or related field; and six years progressively responsible governmental accounting experience, to include three years' experience within a supervisory/lead capacity. Certified Government Financial Manager (CGFM) or Certified Government Finance Officer (CGFO) Certification preferred.

Please submit cover letter, applications, resumes and applicable certifications to; Human Resources, Town of Fort Myers Beach, via Email: employ@fortmyersbeachfl.gov. You may download an application from our web site at www.fortmyersbeachfl.gov

The Town of Fort Myers Beach is Equal Opportunity Employer. In Compliance with the Americans with Disabilities Act, the Town of Fort Myers Beach will provide accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Fort Myers Beach Town properties are drug-free, smoke-free, EOE.

Town of Fort Myers Beach Job Description

Position: Director
Department: Finance

POSITION SUMMARY

The Finance Director serves as the Town's Chief Financial Officer. The ideal candidate will have the background, skills, experience, and attitude necessary to work independently while meeting all applicable Town, State, Federal and GFOA deadlines and guidelines relating to the successful administration of the Town's financial operation. The successful candidate will be expected to manage, oversee, or direct all facets of the Town's financial operation, including but not limited to:

- Governmental accounting, auditing, and financial reporting
- Treasury and investment management
- Debt management
- Coordination of the annual audit process
- Payroll
- Banking and credit card processes
- Retirement system compliance
- Budgeting and Grant compliance
- Asset Management

Provides recommendations to the Town Manager for strategic direction of fiscal policy matters to maintain and enhance the financial health of the Town and works under the direct supervision of the Town Manager.

ESSENTIAL JOB FUNCTIONS

- The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.
- Administers the following finance functions: budgetary accounting, financial reporting, payroll, accounts payable, fixed asset accounting, cash flow/investment/revenue collections, utility billing and collections.
- Prepares and presents to the Town Council, through the Town Manager, a monthly statement and report of the financial condition of the Town and other required financial reports; Prepares and publishes the Annual Financial Report for the Town, including state and federal compliance reporting and related agency reports.
- Supervises the central collecting agency (water utility, central parking, refuse collection, recreation, cultural affairs, permitting and harborage services) for all monies due the Town.
- Prepares and publishes the Annual Budget.
- Prepares the preliminary budget with proposed alternatives; presents preliminary budget during budget workshops, including forecasting all revenues and capital requirements for all funds up to four years.
- Monitors retirement plan, including OPEB.
- Recommends policies for and monitors all investment activities for the Town's portfolio.

- Oversees finance system replacement and/or enhancements.
- Controls, monitors, invests, and projects cash resources; assures available funds at all times, including disasters.
- Analyzes and presents rate analysis for user fees pertaining to utilities, parks, recreation, etc.
- Monitors all grants and assures the proper accounting of revenues and expenditures and compliance.
- Conducts internal audit functions, reviews time cards, prepares checks, balances taxes, balances accounts receivable and payable, payroll, and sewer accounts receivable and transfers. Reviews, updates and monitors existing internal financial controls.
- Prepares and presents topics that pertain to the Town's finances for the Town Council, the general public, civic groups, and management. Writes and re-writes ordinances and resolutions that relate to the financial sections of the Town code.
- Advises and aids in negotiations of major contracts that involve utilities, auditing, banking, credit card, online payments etc.
- Develops and implements customer relations/service policies and procedures; provides advice on adjustments, as well as handles requests for adjustments by customers.
- Reviews management policies and procedures; advises Town Manager of alternatives for improvement. Keeps informed of new trends, developments, laws and regulations impacting the activities of the Finance Office.
- Maintains assets records for General Fixed Assets, as well as Enterprise Assets that are depreciated.
- Operates a personal computer or other equipment as necessary to complete essential functions, to include the use word processing, spreadsheet, database, or other system software.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- Required: CPA or Bachelor's degree in accounting, finance, or related field.
- Highly Preferred CPA, CPFO or CGFO.
- Six years of progressively responsible municipal related accounting; three years supervisory experience; or any equivalent combination of education, training and experience which provides the requisite knowledge and skills for the job.
- Significant experience with advanced spreadsheet software.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough background and credit check, and alcohol and drug test.
- Must successfully pass required FEMA certifications.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.

- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Significant knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
- Ability to maintain efficient and effective financial systems and procedures including proficiency using spreadsheets. Ability to apply sound administrative and fiscal practices.
- Strong interpersonal skills; Ability to meet effectively with the public, governmental representatives, consultant and other interested groups and express ideas clearly and concisely, both orally and in writing. Understanding of the Town's political environment and sensitivities; ability to function effectively within that environment.
- Ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees and town officials.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.
- Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic principles, formulas, and calculations.
- Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.
- Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

- **Sensory Requirements:** Some tasks require the ability to communicate orally and interact with other employees and the public through the use of the telephone and personal contact.
- **Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- **Physical capability** to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, scanner and fax machine and related vehicles and machinery due to job requirements. Work is performed inside in an office environment with occasional work outside.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.