



CITY OF DELTONA, FLORIDA

NOTICE OF POSITION VACANCY

FINANCE DIRECTOR

ISSUE DATE: 8/25/2017

CLOSING DATE: Open until Filled (First Review of Applications in Mid-September 2017)

ELIGIBILITY: Internal & External Applicants

LOCATION: Finance Department

One (1) Regular Full Time Vacancy

Salary Range: \$87,541 - \$139,978 annually, Hiring Range: DOE

DEFINITION: The purpose of this job/class within the organization is to administer and direct the City's fiscal operations. This job/class formulates long-range goals for the organization, develop policy and position papers and negotiate with the chief administrative officer and/or elected officials.

ESSENTIAL FUNCTIONS (Not all inclusive): Directs budget preparation; coordinates with department heads and City Manager; conducts analysis, presentation, and TRIM compliance. Maintains investments; manages cash requirements, timing, and overall adherence to policy; prepares and reviews account reconciliations; conducts cash flow needs analysis; establishes policies and procedures for treasury functions, cash receipts, and banking. Oversees financial reporting including annual CAFR, periodic budget versus actual reporting, and financial forecasting of results; reviews general ledger and fund/account structure; establishes policies and procedures for reporting period closings; reviews and approves journal entries and account reconciliation. Handles and coordinates technical/GASB issues (pronouncements), professional development, and debt issuance. Implements and enforces internal accounting controls. Assists in developing, modifying and installing accounting system(s). Establishes policies and procedures for payroll timekeeping and processing payroll disbursements, recording, and quarterly/annual reporting. Attends and participates in City meetings, workshops, and department operational or personnel issues. Advises and coordinates with the City Manager and on occasion with the City Commission on matters related to the City's fiscal operations. Performs related work as assigned.

MINIMUM QUALIFICATIONS: Requires a Bachelor's Degree in Business, Finance, Public Administration or closely related field. Requires six years of experience in finance, public administration or closely related experience. Requires certification as a CPA or CGFO within the State of Florida.

BENEFITS: Full City Benefits to include FRS, paid employee health/dental, accrued vacation, sick leave, and more.

Submit completed City of Deltona employment application to: City of Deltona, Attn: HRD, 2345 Providence Blvd., Deltona FL 32725. Applications can also be faxed to (386) 878-8751.

Veteran's Preference in appointment will be given to those eligible.

If you require an accommodation because of a disability to participate in the application/selection process, you must notify the Human Resources Department at 386-878-8750 at least 48 hours (excluding weekends and holidays) prior to the meeting or activity.

We are proud to be a Drug-free, Tobacco-free and an Equal Opportunity Employer!