

**TOWN OF PEMBROKE PARK**  
**ASSISTANT FINANCE DIRECTOR**

**GENERAL**

Professional and administrative position supervising and coordinating accounting, payroll, accounts payable and financial reporting in the Finance Department.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Serves in the absence of the Finance Director and assumes responsibilities including, but not limited to, daily cash management, investing, debt management, etc.
- Oversees Accounts Payable and Payroll activities.
- Responsible for a significant portion of the schedules, financial statements, notes to the financial statements for the Comprehensive Annual Financial Report (CAFR), and assembling the data on the external auditor's list of schedules for the external audit.
- Provides technical assistance to staff involving financial reporting, payroll, accounts payable, fixed assets, purchase orders, special funds, grants, and other departments.
- Prepares the monthly financial statements for the City for the Finance Director to review.
- Prepares written procedures and is the liaison with other department.
- Processes or approves journal entries to the Town's general ledger accounting system.
- Evaluates policies, programs, & operations.
- Implements and enforces internal accounting controls.
- Coordinates the provision of information to external auditors for the annual audit.
- Comply with local, state, and federal government reporting requirements.
- Reviews IRS rules and regulations with the payroll department.
- Keeps abreast of GASB, AICPA, GFOA pronouncements and technical bulletins.
- Analyzes and evaluates procedures, recommends and implements changes.
- Reviews quarterly fixed asset reports.
- Supervises, trains, and evaluates professional and clerical staff.
- Provides the Utilities division with schedules for the annual rate study.
- Performs other related work as needed.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of computers, fund accounting, government accounting, and financial reporting.
- Knowledge of both financial and governmental accounting principles.
- Strong knowledge and skill of Microsoft Excel.
- Intermediate skills using MS Word and Outlook.
- Knowledge of Denali software preferable.
- Ability to analyze financial data and prepare reports.
- Ability to implement methods, procedures, forms and record systems.
- Ability to communicate effectively both orally and in writing.
- Ability to train and supervise others in an Accounting environment.
- Ability to multitask, prioritize and organize in a stressful environment.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all Town ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, Town officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Accounting and certification as a Public Accountant (CPA). Five (5) years of experience in financial administration and accounting at the supervisory level with considerably experience in governmental accounting.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier and fax machine (not limited to these). Must be able to sit for long periods of time while using a computer administering accounts.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **NOTICE TO APPLICANTS:**

- This position will be hired as employment-at-will.
- Any offer of employment is contingent upon a Criminal Background Check.
- Town of Pembroke Park is an Equal Employment Opportunities (EEO) to applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Pembroke Park complies with applicable state and local laws governing nondiscrimination in employment.

### **SALARY AND BENEFITS WILL DEPEND ON QUALIFICATIONS.**

Please submit resume to [townclerk@townofpembrokepark.com](mailto:townclerk@townofpembrokepark.com)