



Job Posting

POSTING DATE: 12/7/2017
CLOSING DATE: 12/15/2017

PLEASE POST ON BULLETIN BOARD

Chief Accounting Officer (FT)

Department of Financial Services

Perform a high degree of professional work involving a variety of accounting tasks, maintain records and preparing complex financial reports. Provide a high level of support to the Assistant Director in a variety of areas; responsibilities include performing and directing many of the department's day-to-day administrative accounting functions, including exercising general supervision and management of the accounting staff's work products and job performance. This position is required to exercise initiative and independent judgment in organizing, maintaining and systematically reviewing financial transaction records. Work is performed under the general supervision of the Assistant Director of Financial Services.

Duties and Responsibilities:

- Assists in the preparation, and review of the CAFR, staff reports, various management and information updates and responds to special projects as assigned by the Assistant Finance Director or Chief Financial Officer.
- Assists in managing and participates in the development and administration of the division's annual budget, including directing the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of revenues, expenditures and implements adjustments.
- Trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies, responds to staff questions and concerns.
- Continuously monitors and evaluates work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement and reviews with the Assistant Director of Financial Services directs the implementation of improvements.
- Assists in planning, directing and coordinating the department's work plan; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Serves as liaison for the Financial Services Department with other City departments; attends meetings as necessary; provides staff support as necessary and with the Assistant Director of Financial Services or Chief Financial Officer; negotiates and resolves significant issues.
- Serves as a key liaison for the Financial Services Department with the independent auditor and actuaries (pensions and Other Post-Employment Benefits (OPEB)).
- Monitors changes in laws, regulations and technology that may affect the department's operations; recommends policy and procedural changes as required.
- Prepares, reviews and presents staff reports, various management and information updates and responds to special projects as assigned by the Assistant Director of Financial Services or Chief Financial Officer.
- Assist in the development and implementation of goals, objectives, policies, procedures, work standards and internal controls for the department and assigned program areas.
- Remain abreast of evolving accounting theories, practices and principles.
- Maintains and directs the maintenance of working and official departmental files.
- Fosters positive employee relations and employee morale.

Job Posting: Chief Accounting Officer

An Equal Opportunity & Veteran's Preference Employer



Job Posting

Education and Experience:

Bachelor's Degree in accounting and six (6) years professional experience in governmental accounting; or an equivalent combination of education, training, and experience.

Licenses and/or Certificates:

None required. Certified Government Financial Officer (CGFO) Certification preferred.

Knowledge, Skills, and Abilities:

- Considerable knowledge of theory, principles, methods and practices of accounting; of laws, ordinances and regulations governing municipal financial matters including accounting and reporting; principles and practices of employee supervision, including work planning, assignment, review and evaluation; organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; administrative principles and practices, including goal setting, program development, implementation, evaluation and supervision of staff.
- Skills in prioritizing work assignments; analyzing, preparing, checking and balancing routine fiscal transactions and accounts; processing large volumes of numerical data; express technical ideas effectively, both orally and in writing; interpret, apply and ensure compliance with federal, state, and local policies, procedures, laws and regulations; plan, organize, direct and coordinate the work of supervisory, professional and technical staff; financial records; resolving problems or situations requiring the exercise of good judgments; the operation of a computer, particularly word processing, spreadsheet programs; classifying fiscal data; and preparing accurate and complex financial statements.
- Ability to deal effectively with the general public, City officials, and other City employees.

Physical Demands:

The physical demands involve hearing, mental acuity, near acuity, repetitive motion, speaking, talking, and visual acuity. May be required to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

Work Environment:

The worker is not substantially exposed to adverse environmental conditions. Job likely consists of typical office or administrative work.

Hours of work: Monday- Friday: 8:00am-5:00pm (some evenings may be required)

Salary: \$67,755.58-\$88,082.35 annually

Apply to Human Resources, 150 N.E. 2nd Avenue, Deerfield Beach, FL 33441

www.deerfield-beach.com