



CITY OF DELRAY BEACH
invites applications for the position of:
Chief Accounting Officer
Finance

An Equal Opportunity Employer

SALARY

Hourly
 \$36.25 - \$58.00

Annually
 \$75,400.00 - \$120,640.00

OPENING DATE: 05/12/17

CLOSING DATE: Continuous

JOB DESCRIPTION:

Veterans' Preference Applies

EEO Statement

The City of Delray Beach does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, marital status, family status or sexual orientation in employment or the provision of services

Non-Smoking

The City of Delray Beach is a **Non-Tobacco Workplace**. The City will not consider applicants who have used tobacco or nicotine products for a period of at least three months prior to application for employment. The definition of "tobacco or nicotine products" includes but is not limited to, cigarettes, cigars, chewing tobacco, pipes, snuff, e-cigarettes and nicotine patches or gum.

This is a Division head level position classification in the Finance Department. The incumbent oversees, directs, and participates in major activities and programs of the Department, including finance/accounting payroll, pension, and accounts payable. The incumbent will also be responsible for providing professional-level support to the director in a variety of areas.

Successful performance of the work requires an extensive professional background as well as the ability to coordinate departmental work with other City departments and public agencies.

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. Work is performed under the general supervision of the Assistant Finance Director.

ESSENTIAL JOB DUTIES:

Essential Functions and Responsibilities:

The following duties are normal for this position. The omission of specific statements of 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.

- Participates in the development and implementation of goals, objectives, policies and priorities for the department's accounting division; recommends, within departmental policy, appropriate service and staffing levels.
- Prepares, reviews and presents CAFR, staff reports, various management and information updates and responds to special projects as assigned by the Assistant Finance Director or Finance Director.
- 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, material and supplies; directs the monitoring of expenditures and implements adjustments.

- Selects, 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 Finance Director directs the implementation of improvements.
- Assists in planning, directing and coordinating the division'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 Finance Department with other City departments; attends meetings as necessary; provides staff support as necessary and with the Assistant Finance Director or Finance Director; negotiates and resolves significant issues.
- Serves as a key liaison for the Finance Department with the independent auditor and actuaries (pensions and Other Post-Employment Benefits (OPEB)).
- Coordinates agenda items with the City Manager's office.
- Monitors changes in laws, regulations and technology that may affect divisional 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 Finance Director or Finance Director.
- Remain abreast of evolving accounting theories, practices and principles.
- Maintains and directs the maintenance of working and official divisional files.
- Serves as acting Director in the absence of the Assistant Finance Director and Finance Director.
- Perform all functions and responsibilities according to the Palm Beach County Code of Ethics and Florida State Statutes 112.313.

- Fosters positive employee relations and employee morale.

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.

Demonstrate the Ability to:

- Establish and maintain effective working relationships with associates.
- Express technical ideas effectively, both orally and in writing.
- Assist in the development and implementation of goals, objectives, policies, procedures, work standards and internal controls for the department and assigned program areas.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- 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.
- Select, train, motivate and evaluate the work of staff and train staff in work procedures.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective reports.
- Establish and maintain a variety of effective filing, record keeping and tracking systems.

MINIMUM QUALIFICATIONS:

Minimum Qualifications and Requirements: Graduation from an accredited four-year college or university with a Bachelor's Degree in Accounting or a related field. Possess CPA or CGFO Certification. Minimum of five (5) years governmental accounting experience including some supervisory experience. Extensive knowledge of governmental accounting principles, practices and report requirements. Extensive knowledge of enterprise accounting software. Ability to manage and supervise effectively. Ability to work, train and manage general accounting personnel. Ability to provide accurate, complete financial reports on a timely basis. Skill in preparing reports acceptable to G.F.O.A. Certificate Program. Ability to manage and prioritize routine, specialized and complex assignments and problems utilizing knowledge acquired through prior education, training, and experience. Ability to synthesize complex financial data. Ability to demonstrate sound financial stewardship. Ability to communicate effectively in oral and written form. Ability to make presentations to small or large audience. Ability to adapt to an evolving and continually improving environment. Requires demonstrated ability to utilize personal computer and office software such as MS Word, MS Excel and electronic mail.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful and courteous manner when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

SUPPLEMENTAL INFORMATION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Works inside in an office environment.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.mydelraybeach.com>

100 NW 1st Avenue
Delray Beach, FL 33444
561-243-7125

HumanResources@MyDelrayBeach.com

Job #00910
CHIEF ACCOUNTING OFFICER
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Chief Accounting Officer Supplemental Questionnaire

- * 1. The City will not consider applicants who have used tobacco products for a period of at least three months prior to application for employment. The definition of "tobacco products" shall include, but is not limited to, cigarettes, e-cigarettes, cigars, chewing tobacco, pipes and snuff. Have you used any tobacco products for a period of at least three months prior to your application for employment?
 - Yes
 - No
- * 2. Please indicate your highest level of education in Accounting or a related field:
 - High School Diploma or G.E.D
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate Degree
- * 3. In which type of agencies have you gained your professional experience?
 - Public Sector Agency
 - Private Sector Agency
 - None of the above
- * 4. How many years of verifiable experience do you have in governmental accounting experience?
 - No experience
 - Less than one year
 - One to three years
 - Three to five years
 - Five to seven years
 - Seven to ten years
 - Ten to fifteen years
 - Fifteen years or more
- * 5. Please describe your experience (ex: company name,dates,essential duties) in governmental accounting including some supervisory experience: (please indicate N/A if not applicable)
- * 6. Please indicate if you have any of the following certifications: (Please note you MUST either upload and attach certification to application or have readily available upon request)
 - Certified Public Accountant (CPA)
 - Certified Government Financial Officer (CGFO)
 - None of the above
- * 7. Please describe your professional experience (ex: company name,dates,essential duties) utilizing accounting principles and practices. (please indicate N/A if not applicable)

- * 8. Please select the functions/processes and knowledge below in which you have professional experience. Your application materials must demonstrate and substantiate this experience. Check all that apply.
 - Extensive knowledge of governmental accounting principles, practices and report requirements.
 - Extensive knowledge of enterprise accounting software.
 - Ability to manage and supervise effectively.
 - Provide accurate, complete financial reports on a timely basis.
 - Prepare reports acceptable to G.F.O.A. Certificate Program
 - Synthesize complex financial data
 - None of the above
 - * 9. Please indicate if you are proficient in use of any of the following software applications: (Check all that apply; skills testing may be required)
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Outlook (email)
 - Internet
 - PowerPoint
 - * 10. Are you claiming Veteran's preference? If so, you must scan and attach a copy of your DD214 to this application.
 - Yes
 - No
- * Required Question