

Director of Finance

The Village Center Community Development District (VCCDD) is the unit of local government for The Villages, FL that employs all staff that support the operations of the 16 community development districts that comprise The Villages government. We contribute our successes, in large part, to the members of our team – our staff – who work together to achieve our mission of providing and preserving the lifestyle of “Florida’s Friendliest Hometown”.

The Director of Finance performs highly responsible managerial, administrative and fiscal control functions for the District, including the planning, coordinating, and directing of all aspects of financial management and administration. Functional responsibilities include but are not limited to planning and directing the receipt, disbursement and accounting of District revenues and expenditures, managing the investment of District funds, and the oversight of a staff of professional, technical and clerical personnel. Considerable independent judgment and initiative are required in performing assigned duties. Tact and courtesy are required in contact with Public Officials, department heads, and the public.

Requirements include, but are not limited to: (complete job description can be found on our website)

- Bachelor’s Degree in Public Administration, Finance, Accounting or related; (MBA or MPA preferred), supplemented by five to seven years professional experience in the management and administration of multiple accounting, financial reporting, and administrative services systems in Florida government agency.
- Certification as a Certified Public Accountant and/or Certified Government Finance Officer is required.
- Must demonstrate working knowledge of Community Development Districts.
- Must demonstrate working knowledge of tax exempt municipal bonds.
- Proficient personal computer skills and knowledge of the Microsoft Office package involving Word, Excel, Access, Outlook and Power point.
- Proven ability to provide excellent customer service to our residents.
- Excellent verbal communication skills and professional appearance.
- Valid Florida Driver’s License.
- FEMA 100, 200, 300, 700 series are required within six months of hire.
- Successful completion of background check and drug screening.

All full-time positions are Charter School eligible, Category 2.

For further consideration please submit a VCCDD Application which can be found on our website at www.DistrictGov.Org and going to “Quick Links” > “Employment Opportunities”.

If additional information is needed please call the District Human Resources office at 352-674-1905.