# City of Temple Terrace

**POSITION: ASSISTANT FINANCE DIRECTOR**

**POSITION NO: 1.201**

**DEPARTMENT: Finance**

**PAY GRADE: 30**

**SALARY RANGE: $27.04 - $40.55 per hour**

This is highly responsible supervisory and administrative work involving all the City’s accounting related activities. Responsibilities include coordinating and directing departmental staff in day-to-day routine accounting work; providing technical supervision in accordance with standard accounting practices, including legal and governmental accounting requirements. This position requires considerable independent judgment and discretion in implementing daily operations.

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

1. Ability to analyze statistical data, records, and reports; assess financial impact of proposed municipal programs upon local government finances.
2. Knowledge and understanding of governmental accounting principles and procedures.
3. Knowledge of accounting systems and standard internal accounting controls.
4. Knowledge of capital improvements programs and municipal budgets.

* Knowledge of laws and regulations governing municipal financial accounting including, the Florida Uniform Accounting System, *Truth in Millage*(TRIM) requirements, and the Certificate of Achievement for Excellence in Financial Reporting requirements as prescribed by the *Government Finance Officers Association* (GFOA).
* Ability to research and apply *Governmental Accounting Standards Board* (GASB) pronouncements.
* Proficient in computer applications, including *Microsoft Office* with advanced *Excel* skills.
* Ability to communicate clearly and effectively verbally and in writing.
* Ability to establish and maintain effective working relationships with officials, fellow employees, and the public.
* Ability to lift, carry, pull, push, and maneuver materials weighing up to 50 pounds.

**Training, Certification, and Experience**

* Bachelor’s degree from an accredited college or university with a major in Accounting, Business, or Public Administration required.
* Experience in preparing a capital improvement program and a municipal budget required.
* Master's Degree in *Certified Public Accountant (CPA)* or *Certified Government Finance Officer (CGFO)* preferred.
* Minimum of five years public finance administration experience, including two years supervisory experience preferred.
* Or, an equivalent combination of training, education, and experience that provides the required knowledge, skills, and abilities.

**Special Requirements**

* Valid Florida driver’s license.

The City of Temple Terrace is a drug-free workplace.

A pre-employment drug screen, criminal history background investigation,

and a driver’s license verification may be conducted.

**EQUAL OPPORTUNITY EMPLOYER**

**VETERAN'S PREFERENCE EMPLOYER**

**POSTING DATE: March 17, 2017**

**CLOSING DATE: Open until filled.**