**City of Leesburg**

Human Resources Department

PO Box 490630 ● Leesburg, Florida 34749-0630

*Phone:* 352-728-9786 x1200 ● *Fax:* 352-326-6616

[www.leesburgflorida.gov](http://www.leesburgflorida.gov)

**March 1, 2017**

**Financial Reporting Manager**

The City of Leesburg is accepting applications for Financial Reporting Manager. The Financial Reporting Manager reports directly to the Finance Director and is responsible for collection of monthly, quarterly and annual operating information; preparing consolidation and cash flow statements; analyzing monthly, quarterly and annual operating information; monitoring variances, interpreting them and providing the appropriate communication to management. They report progress of major activities to executive level administrators through reports and conferences.

**Selection Criteria**

Candidate must possess a bachelor’s degree or education and training equivalent to four years of college education in accounting, finance, or a closely related field. Four (4) or more years of progressive work experience in accounting auditing or budgeting or an equivalent combination of education and experience. Certified Public Accountant (CPA) and CGFO preferred. Experience with SunGard software and Microsoft Word®™©, Microsoft Excel®™©, and Publisher®™© and two (2) years of experience as a supervisor or manager preferred. This position may require extended work hours periodically to complete special projects, support the monthly and annual financial statement review and preparation process. Requires a valid State of Florida driver license and satisfactory driving record as a condition of initial and continued employment.

**Salary:** **$52,104 - $85,196 annually**

The City of Leesburg offers a competitive salary and excellent benefits package. If you are interested in this challenging career opportunity, submit your information to address above.

Interested persons should submit an application and resume to City of Leesburg, Human Resources, P.O. Box 490630, Leesburg, Florida, 34749 or at [www.leesburgflorida.gov](http://www.leesburgflorida.gov). Position is open until filled

**AA/M/F/VP/H/D**