



**CITY OF MIAMI GARDENS**  
invites applications for the position of:

## **ASSISTANT FINANCE DIRECTOR**

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**SALARY:**

\$3,331.20 - \$5,408.80 Biweekly  
\$86,611.20 - \$140,628.80 Annually

**OPENING DATE:** 05/17/17

**CLOSING DATE:** Continuous

**GENERAL DESCRIPTION:**

Assists Finance Director in managerial, administrative, supervisory and technical planning functions in operating the City's Finance Department. Work is performed independently with general direction from the department director and is reviewed periodically through conferences, written reports and evaluation of results obtained.

**ESSENTIAL JOB FUNCTIONS:**

*This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Responsible for improving and monitoring internal controls over the City's automated financial disbursement records, which includes payroll records, cash disbursements, e-payables, EFT payments and bank wire transfers, debt, grants and fixed assets management.

Oversees day-to-day management and maintenance of the City's financial records, including cash receipts and accounts receivable. Ensures records comply with generally accepted accounting principles, as well as the requirements of the State and City policies and procedures.

Responsible for the annual fixed assets inventory. Performs additions, deletions, transfers and depreciation of assets monthly to the asset management application and reconciles with general ledger.

Responsible for reconciling infrastructure additions, deletions and depreciation with general ledger.

Performs general ledger activities, setting up accounts and funds according to the State Uniform Accounting System, assisting in the review of reports for month end and year end account closings. Reviews and analyzes general ledger for accuracy and conformity and prepares entries accordingly.

Assists in planning, coordinating and completing the annual financial audit. Co-ordinates schedules and analysis as required by the auditor.

Assists in preparing the Comprehensive Annual Financial Report in compliance with GASB requirements and prepare required schedules, including Notes to the Financial Statements.

Responsible for timely monthly bank reconciliations.

Responsible for monitoring and timely filing of all grant reimbursements, ensuring all reimbursements are reconciled to City's general ledger and that all disbursements are allowable under the grant.

Responsible for performing or monitoring monthly health, dental and life insurance reconciliation and coordinates with Human Resources Department or any adjustments that has to be performed.

Interprets and implements new accounting standards imposed by the Governmental Accounting Standards Board.

Assists in preparing the annual operating budget which includes analysis of departmental submittals and compliance with Truth in Millage (TRIM). Assist in the preparation of the budget documents for the City Manager and City Council.

Assist Finance Director in preparing a five-year capital plan.

Establishes and maintains proper relations with financial institutions and solves any issues that arise during day-to-day operations.

Promptly notifies the Finance Director of any and all significant conditions which come to his/her attention.

Assists City officials and the public with inquiries and with resolving problems.

Directs credit and collection activities to collect outstanding amounts owed to the City.

Manages and coordinates the processing and distribution of City paychecks, distribution of payroll deductions, and preparation of various monthly, quarterly and annual reports required by state and federal agencies. Reviews IRS rules and regulations with payroll department. Assure compliance with federal, state, and local payroll tax regulations.

Establishes and maintains proper relations with financial institutions and solves any issues that arise during day-to-day operations

Attends Council and other appropriate meetings making presentations and providing input as necessary. At the request of the Finance Director, represents the City in dealing with residents, other cities and outside agencies on financial issues.

Act as Finance Director during the absence of the Director.

Supervises, trains and evaluates professional and clerical staff. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime, perform employee evaluations.

Performs related work as required.

#### **MINIMUM QUALIFICATIONS:**

**Knowledge, Skills, and Abilities:** Knowledge of computers, fund accounting and financial reporting; knowledge of principles of accounting, business and public administration; knowledge of financial internal control systems and their application to the development and installation of complex accounting systems; knowledge of financial operation; knowledge of local, state and federal regulations and procedures pertaining to varied financial activities; knowledge of supervisory principals and practices. Must be proficient in Excel functions at Intermediate level.

Ability to plan, direct and coordinate varied financial activities; ability to manage financial activities to ensure that funds are properly collected, accounted for and expended in accordance

with legal restrictions; ability to analyze complex financial and administrative problems and make effective recommendations for improvements in efficiency; ability to ensure the timely and correct reporting of financial information to internal and external users. Ability to establish and maintain effective working relationships with the general public, co-workers, elected officials and members of a diverse cultural background in a professional, courteous and diplomatic manner; ability to listen and ascertain the needs of customers and staff; ability to obtain and communicate accurate information concerning process, policies and procedures to customers and staff; ability to communicate effectively both orally and in writing; ability to train and supervise others.

**Education & Experience Requirement:** Bachelor degree in accounting or related field, preferably a Certified Public Accountant (CPA) from the State of Florida or a Certified Government Finance Officer (CGFO) from the Florida Government Finance Officers Association or a Certified Public Finance Officer (CPFO) from the Government Finance Officers Association; with a minimum of five (5) years of governmental accounting experience in a management/professional level with substantial experience in personnel supervision. Master's degree may substitute for one (1) year experience.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

On a continuous basis, sit at desk for long periods of time. Frequently required to walk; See, hear and talk with the public; read presented documents, write or use keyboard to communicate through written means. On occasion required to run errands, to climb or balance, stoop, kneel, crouch, taste, or smell. Intermittently twist and reach office equipment; lift or carry weight regularly of 10 pounds and on occasion weight of up to 30 pounds. Specific vision requirements include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.miamigardens-fl.gov>

Job #0111-001  
 ASSISTANT FINANCE DIRECTOR  
 SR

18605 NW 27 Avenue  
 Miami Gardens, FL 33056  
 305-622-8030

[jobs@miamigardens-fl.gov](mailto:jobs@miamigardens-fl.gov)

**ASSISTANT FINANCE DIRECTOR Supplemental Questionnaire**

\* 1. Which best describes your level of education?

- Some High School
- High School Diploma or GED
- Some College
- Minimum of 60 College Credits or more
- Associate's Degree
- Bachelor's Degree
- Master's Degree or Higher

\* 2. How much experience do you have in governmental accounting?

- No Experience
- Less than 1 year
- 1 year to less than 3 years
- 3 years to less than 5 years

**ASSISTANT FINANCE DIRECTOR Supplemental Questionnaire**

- 5 years to less than 7 years
- More than 7 years

\* Required Question