



CITY OF FORT LAUDERDALE
invites applications for the position of:
ASSISTANT CONTROLLER

SALARY: \$72,092.80 - \$114,171.20 Annually

OPENING DATE: 11/20/17

CLOSING DATE: Continuous

THE POSITION:

The City of Fort Lauderdale, Florida is seeking a dynamic, goal driven, and experienced Assistant Controller. Employees that are motivated to take on today's greatest challenges and rewards in the field of local public service. Employees who are passionate about making a difference and achieving our mission: We Build Community, in a fast-paced organization that operates by vision, strategy, and action. Would you fit in? Apply now.

This is a professional supervisory position responsible for professional accounting, managerial, and administrative work of considerable difficulty by assisting the Controller in planning, organizing and directing the activities of the City's Accounting and Financial Reporting Division.

An employee in this class is responsible for appraising, supervising, and coordinating the work of a group of professional accounting, supervisors, and office support personnel. The employee may directly supervise assigned employees in the Accounting and Financial Reporting Division which consist of Payroll, Accounts Payable, and Central Accounting and assist the Controller with financial reporting, management of projects and employee relations. Oversight of the City's accounting functions includes preparation of the annual external audit; financial statements; monitoring expenditures of City funds for budgetary compliance; and various other financial analysis projects.

Assignments are received in the form of broad objectives and are performed with considerable initiative, independence and under supervision by the Controller. An employee in this class must work effectively and maintain communications with department officials, other City employees, and the general public. Work is reviewed by periodic conferences, audits, and by the degree of achievement of established goals, objectives, and work plans.

The City offers a wide variety of benefits to their employees. In addition to the competitive benefits package and salary, the City offers 401(a) participation with a 9% City contribution and no employee match!!

Say "Hello" to the City of Fort Lauderdale and Say "Goodbye" to Your Student Loan! That's right! Under the U.S. Department of Education's Public Service Loan Forgiveness (PSLF) program, the remaining balance on your student loan may be forgiven after you have made 120 qualifying monthly payments while working full-time at the City of Fort Lauderdale! Please visit www.fortlauderdale.gov/PublicServiceLoanForgiveness for more information or to see if you qualify.

This position also includes 6 additional management vacation days on an annual basis (first year pro-rated depending on start date), a \$250 monthly vehicle allowance, and a monthly cell phone allowance.

NOTE:

- The duties of this position will include all of those duties set forth in the official job

description.

- This job classification will be governed by the Personnel Rules, as it is not represented by a collective bargaining unit.
- This job classification is in Management Category III for benefit purposes.

THE REQUIREMENTS:

1. Bachelor degree with major course work in accounting.
 2. A minimum of four (4) years of progressively responsible professional accounting and other fiscal management experience, including three (3) years in municipal accounting and auditing; and two (2) years supervisory experience.
- A Master's degree from an accredited college or university in accounting, finance, or business administration or any of the following professional certifications (***Certified Public Accountant (CPA) status, Certified Government Finance Officer (CGFO) designation, Certified Public Finance Officer (CPFO) designation, or Certified Government Financial Manager (CGFM) designation***) may be substituted for one (1) year of the experience requirement. No substitution is allowed for the required governmental experience.

THE EXAMINATION AND HOW TO APPLY:

Depending on the number of applications and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum of 70 in each part of the examination in order to qualify. Successful applicants may be required to take a medical examination and/or pass a drug screening prior to appointment.

NOTE: An eligible veteran who enters an open-competitive examination shall receive preference points added to the total passing score earned in the examination as provided for in the Florida Statutes. To obtain veteran's preference, candidates **MUST** submit a copy of separation papers and the City of Fort Lauderdale's veteran's preference claim form [J-204](#) form must be submitted with application.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.fortlauderdale.gov>

Position #0074M-01
ASSISTANT CONTROLLER
JI

100 North Andrews Avenue
Fort Lauderdale, FL 33301
954-828-5300

HumanResources@fortlauderdale.gov

ASSISTANT CONTROLLER Supplemental Questionnaire

1. This application supplement is an integral part of the application process and must be completed together with the formal application in order for you to be considered as an applicant. Answer each question as thoroughly as possible as your responses will be rated as to how they relate to the position to be filled. Please answer each question in this application supplement directly and **DO NOT** refer to your resume. Failure to complete the answers in this supplement may result in a lower rating. Unanswered questions, incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. If the supplemental question is not applicable, please indicate N/A. Please indicate that you have read and understand the above instructions by typing your name below.

- * 2. Have you graduated from an accredited college or university with a Bachelor's degree in accounting?
 Yes No

- * 3. Select the accounting degree programs that applies:
 - Accounting Information Systems Degree
 - Forensic Accounting Degree
 - Managerial Accounting Degree
 - CPA Degree
 - Masters of Science in Accounting Degree
 - Bachelors of Science in Accounting Degree
 - Bachelors of Arts in Accounting Degree
 - MBA in Accounting Degree
 - MBA in Forensic Accounting Degree
 - PhD in Accounting
 - Degree Program not represented in the above selections

- * 4. Do you possess any of the following professional certifications:
 - Certified Public Accountant (CPA)
 - Certified Government Finance Officer (CGFO) designation
 - Certified Government Financial Manager (CGFM) designation
 - Certified Public Finance Officer (CPFO) designation
 - Certification different from selection
 - NO Certification

- * 5. How many years of progressively responsible experience do you possess in professional accounting and other fiscal management?
 - No Experience
 - less than 4 years
 - 4 years
 - 5 years
 - 6 or more years

- * 6. How many years of work experience do you possess in municipal accounting and auditing?
 - No Experience
 - less than 3 years
 - 3 years
 - 4 years
 - 5 or more years

- * 7. How many years of supervisory work experience do you possess?
 - No Experience
 - Less than 2 year
 - 2 years
 - 3 years
 - 4 or more years

- * 8. Please describe in detail your supervisory experience. Include the titles of subordinates you directly supervised and the total number of staff for which you were responsible.

- * 9. Please describe in detail your experience reviewing and reconciling capital project expenditures.

- * 10. Please describe in detail your experience implementing financial policies, procedures, and internal controls. Provide an example that best illustrates your level of expertise and specify how you assessed your course of action and the outcome of implementation.

- * 11. Please describe your experience with preparing the Comprehensive Annual Financial Report. Provide detail explanation of the process and parts that you were directly responsible for.

- * 12. Your application must support your answers to the supplemental questions. If your answers are not reflected in the work experience section, your application may be removed from consideration. Have you demonstrated your education, training and experience in your application to support your responses above?
 Yes No

* Required Question