



**CITY OF PORT ORANGE**  
invites applications for the position of:

# **Assistant Finance Director**

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**SALARY:** \$57,567.00 - \$98,000.00 Annually

**OPENING DATE:** 10/31/17

**CLOSING DATE:** 12/01/17 04:30 PM

**JOB TYPE:** Full Time

**DEPARTMENT:** FINANCE

**POSITION OBJECTIVES:**

This position serves as the assistant to the Finance Director. This is a highly responsible administrative and technical position responsible for assisting in the planning, organizing, staffing, directing, coordinating, reporting, and budgeting for the Finance Department.

**ESSENTIAL FUNCTIONS:**

- Assist with the direction of the financial operations of the City by an established central accounting system.
- Assess, design, develop, implement and evaluate financial internal controls.
- Prepare financial statements and cost reports at regular intervals, including operating and capital outlay expenditures and revenue projects and annual budget preparation. Assist with the direction of the audit and approval of disbursement for goods and services within budget appropriations.
- Assist in the direction of the treasury collection activity and custody of public funds, oversight of the investment of City funds and with the payment of bond obligations.
- Recommend actions to ensure compliance with laws and regulations, or to protect solvency of the institution.
- Plan, direct, and supervise the activities of assigned employees. Review and approve subordinate decisions, recommendations and actions.
- Assist the Finance Director in all phases of preparation through completion of financial reporting, such as the Comprehensive Annual Financial Report, Capital Improvements Program, and Annual Operating Budget.
- Perform, compile, analyze and document complex financial information maintaining compliance with generally accepted accounting principles and other State and City laws and/or policies and procedures.
- Assist in implementing the long term and short term plans for the City as it relates to Financial areas.
- Reviews and approves proposed investment trades to determine if they are in accordance with City's investment policy.

- Advise management on desirable operational adjustments due to tax code and GASB revisions.
- Attend City Council meetings and make presentations as necessary.
- Assist all departments with budgets, financial issues and special projects.
- Assist external auditors with preparations of reports, schedules and statements.
- Prepare various regulatory agency reports and forms.
- Review reports submitted by staff members to recommend approval or to suggest changes.
- Serves as Acting Finance Director in the absence of Finance Director.
- Perform related works as required. These additional duties may be representative of tasks typically performed by those in a lesser or more advanced job grade.

#### **EDUCATION & EXPERIENCE:**

- Bachelor's degree in Accounting or Finance.
- 6 years of progressive management experience in financial administration with public sector experience; or
- A combination of education and experience.
- **Certifications, Licenses, and Registrations**
  - Valid Florida Driver's License
  - At least one of the following is preferred:
    - Certified Public Accountant (CPA).
    - Certified Public Finance Officer (CPFO).
    - Certified Government Finance Officer (CGFO).

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the laws and policies governing municipal finance and accounting practices and procedures.
- Knowledge of accounting practices and administrative policies.
- Knowledge of office practices and accounting equipment.
- Knowledge of municipal bonds and contracts and available investment opportunities.
- Ability to read, analyze, and interpret work related documents.
- Ability to respond to various parties in a courteous and professional manner, regardless of the circumstances.
- Ability to effectively present information in written and oral format to individuals and small or large groups.
- Ability to identify problems and review related information, to develop and evaluate options and implement solutions that are in accordance with laws, ordinances, and established principles.
- Ability to write correspondence, memos, and other documentation in standard English text.
- Ability to assign and direct the work of others.
- Ability to formulate and install methods, procedures, forms, and record systems.
- Ability to supervise professional and clerical staff.
- Ability to prepare complex financial reports.
- Ability to establish and maintain effective, professional working relationships with the public and staff.
- Computer skills, including experience in software applications appropriate to this position.
- Time management skills.

- Planning and organizational skills.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.port-orange.org>

1000 City Center Circle  
Port Orange, FL 32129  
386.506.5560

Position #2017-89

ASSISTANT FINANCE DIRECTOR

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## Assistant Finance Director Supplemental Questionnaire

- \* 1. Do you have a Bachelor's degree in Accounting or Finance?
  - Yes
  - No
- \* 2. Do you have six (6) years of progressive management experience in financial administration?
  - yes
  - no
- \* 3. If NO to the above questions, do you possess a relevant combination of education and experience?
  - Yes
  - No
  - Not Applicable
- \* 4. Do you possess a valid FL Driver's license?
  - Yes
  - No
- \* 5. Do you currently possess any or all of the following certificates or licenses: Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), Certified Government Finance Officer (CGFO)-- Please specify below:
- \* Required Question