



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

## **FINANCE DIRECTOR**

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**SALARY:**

Depends on Qualifications

**OPENING DATE:** 11/21/17

**CLOSING DATE:** 12/11/17 07:00 PM

**GENERAL DESCRIPTION:**

This is highly responsible management and complex professional administrative work planning, organizing, staffing, directing, and controlling the activities of the City's Finance Department and developing, implementing, monitoring and analyzing the City's financial condition to provide information to analyze, guide and assist in the decision making process of senior management. General and specific assignments are received from the City Manager.

**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.*

Oversees the operation of the Department to achieve accurate and timely billings and collections, appropriate levels of risk retention, the accurate and timely preparation of budgets and budgeting and financial operating reports, and expedite the payment of bills and claims due from the City.

Meets with members of the public and City staff on matters of financial interest.

Analyzes and monitors the outstanding and proposed long term debt to produce the lowest borrowing cost to the City; structures financing plans.

Serves as liaison between the banking and financial community and the City meeting with attorneys and investment bankers and managers and participate in the preparation of legal documents.

Composes the City's Monthly and Annual financial reports in cooperation with external auditors.

Oversees the preparation and dissemination of internal financial information for operations and projects.

Serves as a Special Master in Resort Tax disputes.

Prepares presentations for the City Council and the general public; prepares documents supporting the City Council Agenda.

Researches and expedites replies to and the resolution of citizen, departmental, managerial, or Council inquiries and complaints.

Communicates with state lobbyists and members of the legislature regarding desired changes in legislation at the State and federal level.

Performs related tasks and administers related projects as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Skills, and Abilities:** Extensive knowledge of current theories, literature, resources, methodologies and pronouncements in the fields of account and operational analysis; through knowledge of the principles and practices of public and business administration, and management by objectives; thorough knowledge of the investment types and practices in the cash management area; thorough knowledge of policies and procedures of departmental budget preparation, justification, monitoring, analysis, and reporting; through knowledge of supervisor principles and practices.

Ability to balance demand with limited resources in providing effective, efficient, and economical accounting, paying, billing, and collection services to City departments; ability to supervise, plan, direct and coordinate the work of professional and clerical employees in the implementation of internal controls and operational policies and procedures; ability to identify problem areas, analyze and recommend solutions regarding the efficiency and effectiveness of departmental operations; ability to disseminate effective advice regarding the identification of potential problem areas and the formulation, implementation, and attainment of organizational and departmental goals and objectives in a manner which maximizes efficiency and effective utilization of resources.

Ability to establish and maintain effective working relationships with the general public, vendors, 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's degree in Accounting or Finance and ten (10) years financial experience with at least five (5) years as a municipal Finance Director. Certification as a Public Accountant (CPA) or Certified Government Finance Officer (CGFO) is required.

**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.

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

Job #0115-001  
FINANCE DIRECTOR  
SR

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

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

## 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 many years of financial experience do you have?

- No Experience
- Less than 4 years
- 4 years to less than 6 years
- 6 years to less than 8 years
- 8 years to less than 10 years
- 10 years or more

\* 3. How many years of experience do you have as a municipal Finance Director?

- No Experience
- Less than 2 years
- 2 years to less than 3 years
- 3 years to less than 5 years
- 5 years to less than 6 years
- 6 years or more

\* 4. Do you currently possess a certification as a Public Accountant (CPA) or Certified Government Finance Officer (CGFO)?

- Yes
- No

\* Required Question