

COOPER CITY, FLORIDA
INVITES APPLICATION FOR THE POSITION OF:
ASSISTANT FINANCE DIRECTOR
EXEMPT
SALARY: \$75,000 - \$105,973
CLOSING DATE: FRIDAY, OCTOBER 13, 2017

GENERAL DESCRIPTION OF DUTIES

Assists in planning, organizing, managing and providing administrative direction and oversight for major finance, budget and accounting functions and activities of the Finance Department; fosters cooperative working relationships among City departments, divisions and with intergovernmental agencies; provides highly responsible and complex assistance to the Finance Director in areas of expertise; and performs related work as required. Receives administrative direction from the Director. Exercises general direction and supervision over management, supervisory, professional, technical and clerical staff through subordinate levels of supervision.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assumes management responsibility, in the absence of the Finance Director, for finance programs and activities, including Accounting, Utility Billing, Information Systems and Purchasing.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; responds to staff questions and concerns.
- Participates in the development and implementation of goals, objectives, policies and priorities for the Department; recommends, within department policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the department's annual budget; assists in forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments.
- Continuously assesses and monitors workload, administrative and support systems and internal reporting relationships; identifies opportunities for improvement and reviews it with the Director; directs implementation of improvements.
- Assists in planning, directing and coordinating the department's work plan; meets with staff to identify and resolve problems; reviews and evaluates work methods and procedures.
- Serves as liaison for the Finance Department with other City departments and outside agencies; attends meetings and provides staff support, as necessary.
- Oversees management of all Federal, State and Local grants.

CLASSIFICATION TITLE: ASSISTANT FINANCE DIRECTOR

- Recommends modifications to policies and procedures as appropriate.
- Attends and participates in professional group meetings both on a local and statewide basis.
- Creates and reviews various reports in the Enterprise Resource Planning (ERP) System.
- Performs related duties as directed.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of principles and practices of finance, investment and cash management, budget and public accounting including business administration, program development, implementation and management in a municipal setting.
- Knowledge of administrative principles and practices, including goal setting, program development, implementation, evaluation and supervision of staff.
- Knowledge of public agency budgetary, contract administration, administrative practices and general principles of risk management related to the functions of the assigned area.
- Knowledge of FEMA reimbursement and auditing processes.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.
- Knowledge of principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, various business, professional and educational organizations.
- Ability to assist in developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department as well as assigned program areas.
- Ability to interpret, apply and ensure compliance with Federal, State and local policies, procedures, laws and regulations.
- Ability to select, train, motivate and evaluate the work of staff and train staff in work procedures.
- Ability to prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Ability to operate modern office equipment including computer equipment and specialized software application programs.
- Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION & EXPERIENCE

Graduation from an accredited four-year college or university with a Bachelor's Degree in Accounting; five (5) years progressively responsible and professional governmental accounting experience, the majority of which shall be in a supervisory/managerial capacity; or an equivalent of education, training and experience.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve

CLASSIFICATION TITLE: ASSISTANT FINANCE DIRECTOR

extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Job #17-17

- Applications may be found at www.coopercityfl.org
- Applications may be picked up and dropped off at City Hall, 9090 S.W. 50 Place Cooper City, FL 33328 between the hours of 8 a.m. and 5 p.m.
- For mailing, the address is P.O. Box 290910 Cooper City, FL 33329-0910.
- Resumes are only accepted with a completed application for employment.
- Applications will not be accepted after the closing date.
- Veteran's Preference Applies.
- No phone calls please

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.