

CITY OF SATELLITE BEACH

JOB DESCRIPTION

JOB TITLE: FINANCE DIRECTOR

DEPARTMENT: FINANCE

GENERAL DESCRIPTION:

Professional position; responsible for high level, complex and technical financial and accounting work in the City's fiscal department. Work is performed under the general administrative direction of the City Manager.

ESSENTIAL JOB FUNCTIONS:

1. Maintains all financial records of the City and directs postings of all transactions to the general ledger.
2. Directly supervises collection of all revenues, including tax collections by assigning account numbers to all EFT's and incoming checks.
3. Directly supervises disbursement of City funds by initialing every disbursement leaving the city.
4. Maintains general accounting system and oversees information technology for the City government and units thereof.
5. Compiles fiscal estimates and reports, including but not limited to:
 - * Maintain and compose Management's Discussion and Analysis (MD&A)
 - * Verify draft of government-wide financial statements prepared by auditors
 - * Compile Required Supplementary Information (RSI) for auditors
 - * Convert current "modified accrual" type funds to "full accrual" for auditors
 - * Provide other supporting compilations for auditors
 - * Prepare accounting schedules & work papers for auditors
 - * Verify & file the Annual Financial Report to State of Florida
 - * Provide actuary with pension data and monitor all three pension plans
 - * Preparing an annual Fund Balance Report on all internal trust funds
 - * Prepare & file the annual Public Depositor Report to State of Florida
 - * Prepare & file the annual Application of Revenue Sharing and Certification Report
 - * Prepare & file the annual Highway Finance Report to the State of Florida
 - * Prepare & file the annual Equitable Sharing Agreement & Certification Report
6. Prepares budgets and establish controls for budget administration in addition to the following:
 - * Providing budgetary comparison schedules to department heads
 - * Preparing estimated millage rates for future years
 - * Preparing the annual budget calendar
 - * Preparing all proposed budgets
 - * Preparing quarterly budget amendments (or as needed)
7. Directs cash management and performs investment activities in accordance with City policy.
8. Administer City insurance policies: auto, liability, flood, W/C (workers compensation), health, dental, and life. Process all insurance claims for W/C, auto, liability and other claims against the city.
9. Maintain complete records on all insured properties and building contents. In addition maintain control over all fixed assets of the City government and units thereof.
10. Coordinate reporting of grants, finance and the auditing staff as well as grant reimbursements.

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11. Confers with City Manager and division heads regarding fiscal and accounting policies, procedures and problems.
12. Develop and apply GAAP (Generally Accepted Accounting Principles) policy provisions applicable to governmental financial accounting.
13. Directs risk management efforts. Chairs Safety Committee.
14. Attends all pension board meetings and notifies board of pending accounting issues.
15. Administer all transactions and records of the City's three pension plans.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- *Knowledge of the general laws and administrative policies governing municipal finance and budgetary practices and procedures.
- *Knowledge of modern office practices and of standard office and accounting equipment.
- *Knowledge of the laws, ordinances and regulations governing financial operations of the City.
- *Ability to formulate and install standard accounting methods, procedures, forms and records.
- *Ability to evaluate work performed by subordinates.
- *Ability to prepare informative financial reports.
- *Ability to plan, organize and direct the work of subordinates.
- *Ability to establish and maintain effective working relationships with the other department heads, government officials and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four year college or university with a Bachelor's Degree in Finance or Accounting or a related field. Five (5) years of experience in the maintenance of governmental accounting systems in a responsible management position.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

None.

ESSENTIAL PHYSICAL SKILLS:

- *Acceptable eyesight (with or without corrections)
- *Acceptable hearing (with or without aid)
- *Ability to communicate both orally and in writing.
- *Ability to access input and retrieve information from a computer.
- *Ability to sit at a desk and view a display screen for extended periods of time

ENVIRONMENTAL CONDITIONS:

- *Works inside in an office environment.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)