

CITY OF GREENACRES

POSITION DESCRIPTION

Position Title: Finance Director	Job Code No.: 2001
Department: Finance	Classification: Exempt
Full-Time <input checked="" type="checkbox"/> or Part-Time <input type="checkbox"/> (check one)	Hours/wk or Shift: 40
Reports to: City Manager or designee	Effective: 10-1-04 Revised 1/04/12
Directly supervises: Assistant Director of Finance, I.T. Manager, Purchasing Administrator, Finance/Budget Analyst and Administrative Secretary.	Benefits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Position Summary: Plans, directs, and coordinates the administration of the City's financial management, budget, and support services including, payroll, purchasing, and information technology services.

Essential Duties and Responsibilities:

(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)

- Plans, directs, and coordinates the operations of the Finance Department including budget, accounting, payroll, information technology and purchasing functions.
- Coordinates the preparation of the City's annual budget, and monitors performance to ensure adherence to sound financial management principles and budgeted levels of spending.
- Directs the maintenance of a central accounting system consistent with established and accepted municipal accounting principles and procedures.
- Coordinates the preparation of the Comprehensive Annual Financial Report (CAFR).
- Serves as financial advisor to the City Manager in the management of City's investments, revenues and expenditures, including financial forecasting and budget control.
- Prepares and submits financial statements, studies and reports as requested by the City Manager.
- Manages City's implementation of new information technology systems including acquisition and maintenance of software applications and equipment.
- Coordinates financial administration of City's retirement systems.
- Establishes operating procedures and prepares policies for approval by the City Manager in the areas of budgeting, accounting, procurement, travel reimbursement, fund investment, and other areas of financial management.
- Develops and administers the City's investments and debt management program.

- Participates in the evaluation of employee benefit providers to include health, disability, and pension benefits, assesses cost, efficiency and level of coverage/benefits to ensure the receipt of the most efficient programs.
- Reviews and analyzes financial data such as bond documents, monthly financial reports, and actuarial reports.
- Coordinates purchasing functions of the City.
- Reviews and approves financial materials such as checks, pay requests, purchase orders, etc.
- Monitors cash collections and receivables.
- Responds to citizen complaints regarding service.
- Performs other duties as assigned.

Knowledge, Skills and Abilities Requirements:

- Knowledge of:
 - State and Federal laws governing municipal financial practices and procedures including GAAP and GASB rules.
 - Principles and practices of sound financial management, accounting and budgeting, at the municipal level.
 - Purchasing and procurement laws, policies, and procedures.
 - Information technology and integrated data processing applications as they pertain to accounting and financial management.
 - Principles and practices of public administration and effective management of finance departments including the development and use of performance measures.
 - Computer software including a detailed knowledge of Microsoft Word, Excel, Power Point, Outlook and other programs.
 - Payroll and Pension Administration.
 - Strategic planning and use of performance measures.
- Ability to:
 - Develop and implement financial plans, policies and procedures.
 - Research, prepare and report information regarding financial programs and activities.
 - Prepare annual budgets, financial statements, reports, memoranda, letters, budget recommendations, and other financial documents.
 - Manage and supervise effectively and foster team building and trust.
 - Plan and organize work assignments and resources to provide timely, effective and efficient operations.
 - Work independently on complex and confidential assignments and to analyze a wide variety to data.
 - Identify issues, generate and evaluate alternate solutions and make sound recommendations.
 - Communicate effectively, both orally and in writing.
 - Establish and maintain effective working relationships with co-workers, other city departments, peers, vendors and general public.
 - Maintain high standards for professional and ethical conduct.
 - Support the City's Mission, Values, and Goals.

Education and Experience Requirements:

- Bachelor’s degree in Finance, Accounting, Business Administration from an accredited four-year university. MBA or MPA is desired.
- CPA or CGFO is desired.
- Eight (8) to ten (10) years of progressively responsible financial management experience, four (4) of which must be in a supervisory capacity at the Assistant Director or Director level in a comparable municipal environment.

Physical Requirements/Working Conditions:

- Some lifting of records, office equipment, furniture, or boxes up to 30 pounds on an occasional basis.
- Primary working conditions are typical of an indoor/office environment.

Tools and Equipment Used:

- Computer/printer/various software programs
- Telephone
- Copier
- Scanner
- Fax machines
- Calculator

The position description does not constitute an employment agreement, and is subject to change by the employer or the needs of the employer and requirements of the job change.

Approved by: /s/Wadie Atallah
 City Manager

Date: 01/4/12