FINANCE DIRECTOR

Department	Executive
Reports To	City Manager
Pay Grade	406
Salary Range	$94,466 – $132,253 annually
Employment Status	Full-Time
FLSA Classification	Exempt

POSITION SUMMARY

The City Treasurer/Finance Director provides strategic leadership and oversight of the City's financial operations, including budgeting, accounting, financial reporting, revenue management, payroll, internal controls, and fiscal compliance. This position is responsible for maintaining the integrity, accuracy, and transparency of the City's financial records and ensuring that financial practices comply with applicable laws, regulations, governmental accounting standards, and City policies.

Working under the general direction of the City Manager, the Finance Director provides financial analysis, recommendations, and guidance to the City Manager, City Commission, department directors, and other stakeholders to support informed decision-making, responsible resource allocation, long-term financial sustainability, and the effective delivery of municipal services.

The position requires strong financial expertise, sound judgment, leadership capabilities, and the ability to manage complex financial operations while maintaining the highest standards of integrity, accountability, and public service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties represent the primary responsibilities of the position and are not intended to be an exhaustive list. Other duties may be assigned as necessary.

1. **Strategic Financial Planning and Budget Management**
    - Lead the development, implementation, and monitoring of the City's annual operating and capital budgets.
    - Coordinate budget amendments.
    - Collaborate with leadership to align financial resources with City priorities, projects, and service needs.
    - Analyze revenues, expenditures, budget variances, and financial trends to identify risks and opportunities.
    - Lead preparation of monthly budget reports for the City Manager and quarterly reports for the City Commission.
    - Provide financial forecasts, recommendations, and guidance to support decision-making and long-term fiscal stability.

- Monitor budget compliance and advise departments on appropriations and expenditure controls.

2. Financial Operations, Accounting, and Reporting

- Oversee accounting, financial transactions, and reporting across all City funds, including General, Utility, Capital Projects, and Redevelopment Funds.
- Ensure accurate financial records, reconciliations, and supporting documentation.
- Establish and maintain internal controls, financial policies, and procedures to safeguard public funds and assets.
- Oversee cash management, receipts, disbursements, and financial reporting.
- Prepare required quarterly and annual reports for municipal bond underwriting firms and other applicable parties.
- Coordinate independent audits, respond to auditor requests, and prepare supporting schedules.
- Ensure compliance with applicable laws, regulations, reporting requirements, and governmental accounting standards.
- Identify opportunities to improve financial systems, processes, and operational efficiency.

3. Revenue Administration and Compliance

- Oversee revenue monitoring, reconciliation, collection, and reporting, including taxes, fees, and other City revenues.
- Coordinate redevelopment tax billing and collection.
- Research federal, state, and other funding opportunities for City programs and projects.
- Prepare and submit required Truth in Millage (TRIM) documentation and related filings.
- Monitor regulatory changes and recommend updates to financial policies and procedures.
- Oversee the Citywide purchasing card (P-Card) program and ensure compliance with established policies.
- Maintain records and documentation to support financial accountability and audit readiness.

4. Payroll and Related Reporting

- Oversee payroll records, processing, and related financial reporting.
- Ensure timely submission of required monthly, quarterly, and annual payroll reports to federal and state agencies.
- Provide payroll documentation for annual workers' compensation audits.
- Maintain payroll controls and ensure compliance with applicable requirements and City policies.

5. Department Leadership and Employee Development

- Supervise Finance Department personnel, including hiring, training, performance management, professional development, and disciplinary actions.
- Assign responsibilities, delegate tasks, and monitor performance to ensure timely and accurate work.
- Promote teamwork, accountability, and a professional, service-oriented work environment.
- Reinforce City policies, procedures, and financial controls.
- Address employee concerns and conflicts and identify opportunities to improve departmental efficiency.

6. Organizational Collaboration and Public Service

- Collaborate with the City Manager, department directors, auditors, financial institutions, and other stakeholders on financial matters.
- Communicate financial information clearly to support management decisions and public accountability.
- Participate in organizational planning, cross-departmental projects, and other hiring activities as assigned.
- Support City events and activities, including occasional evening or after-hours assignments.
- Perform other related duties as assigned by the City Manager.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited institution in Accounting, Finance, Business Administration, Public Administration with an accounting emphasis, or a related field.
- At least seven (7) years of progressively responsible senior-level finance or accounting experience.
- Municipal government experience required.
- Knowledge of governmental accounting principles, financial reporting, and applicable standards.
- Ability and willingness to obtain Florida Certified Government Finance Officer (CGFO) certification within one (1) year of employment.

Knowledge, Skills, and Abilities

- Knowledge of municipal finance, budgeting, accounting, financial reporting, revenue administration, internal controls, and applicable federal and Florida requirements.
- Strong analytical, forecasting, problem-solving, and project management skills.
- Excellent written, verbal, interpersonal, and presentation skills.
- Ability to interpret financial information and communicate recommendations to elected officials, leadership, employees, and other stakeholders.

- Strong organizational skills, attention to detail, and ability to manage competing priorities and deadlines.
- Demonstrated leadership, delegation, employee development, and conflict resolution skills.
- Ability to exercise sound judgment, maintain confidentiality, and demonstrate integrity and accountability.
- Proficiency in Microsoft Office, spreadsheets, accounting systems, and financial management software.
- Ability to work independently, improve processes, and promote transparency and responsible stewardship of public funds.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The employee must be able to perform the essential functions of the position, with or without reasonable accommodation.

- Ability to sit and perform computer work for extended periods, including repetitive hand and finger movements.
- Ability to see and review financial documents, records, and computer screens.
- Ability to communicate effectively in person, by telephone, and through other communication methods.
- Ability to stand, bend, stoop, reach, and lift or carry items weighing approximately 10–15 pounds.
- Work is primarily performed in an indoor, climate-controlled office environment.
- Occasional overtime, evening meetings, City events, and business travel may be required.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.