

City of DeFuniak Springs

71 US Highway 90 West
Post Office Box 685
DeFuniak Springs, FL 32435



Phone: 850-892-8500
Fax: 850-892-8506
TDD: 850-892-8504

JOB NOTICE

FINANCE/UTILITY BILLING SUPERVISOR – FINANCE/BILLING DEPARTMENT

Post Date: May 4, 2017

Close Date: May 25, 2017

FLSA Status: Non-Exempt

Pay Grade: 7

Starting Pay Range: 12.3085-19.5011 DOQ

Job Summary:

This position supervises and performs a variety of financial, budgetary, and accounting tasks in support of verifying duties to obtain financial data for use in maintaining the city's financial records as well as support of the finance / billing department. Work includes budgetary monitoring, training, and supervising subordinates. Typical work schedule will be Monday through Friday from 8 a.m. till 5 p.m.


Position Qualifications:

Requires an Associates of Applied Science (A.A.S. or A.S.) degree in a business related field; and three (3) years of previous governmental accounting experience, or any combination of training and experience which provides the required knowledge, skills and ability to perform the job. Strong mathematical and reading skills. Must be bondable. Requires a valid driver license.

Applications and a complete job description may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. We consider applicants for all positions without regard to race, color, national origin, gender, age, disability, marital status, religion, or any other legally protected status. We consider applicants for all positions without regard to race, color, national origin, sex, age, disability, marital status, religion or any other legally protected status.

CITY OF DEFUNIAK SPRINGS


Craig C. Drake
Interim City Manager

IT: Help Wanted 5/11/17

FINANCE / UTILITY BILLING SUPERVISOR

FLSA STATUS: Non-exempt
SUPERVISORY STATUS: Supervisor

DEPARTMENT: Finance / Billing
REPORTS TO: Finance Director

JOB SUMMARY:

This position supervises and performs a variety of financial, budgetary, and accounting tasks in support of verifying duties to obtain financial data for use in maintaining the city's financial records as well as support of the finance / billing department. Work includes budgetary monitoring, training, and supervising subordinates. Typical work schedule will be Monday through Friday from 8 a.m. till 5 p.m.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Uses the principles and practices of general, governmental, and fund accounting, including methods of preparing financial reports.
- Applies applicable laws, rules, regulations, and policies controlling budgetary and fiscal record keeping.
- Makes decisions in accordance with applicable laws, rules, regulations, and policies.
- Schedules, supervises, and assigns duties, under the direction of the Finance Director, of the staff members within the finance/billing department.
- Verifies and audits invoices, travel vouchers, credit card statements, etc. and processes the payment of all such obligations.
- Compiles and maintains financial records and reports.
- Monitors approved budgets, identifies required changes and initiates corrective action.
- Uses analytical skills to verify information from complex data.
- Develops efficient and effective work methods and procedures.
- Uses standard office practices and procedures, orders supplies and ensures compliance with policies and procedures related to the department's work.
- Responds promptly when returning telephone calls and replying to correspondence and faxes.
- Records, reviews, and processes financial records and documents.
- Prepares and maintains a variety of accounting related registers, journals, files, ledgers, accounts, and similar documents.
- Participates in the selection and hiring of applicants within the department.
- Compiles accurate and timely statistics, reports, schedules, and other data as needed for audit purposes.
- Trains, supervises, and evaluates employee performance, administering disciplinary action within the finance/billing department.
- Maintains attendance and time keeping records, including authorizing leave for the department.
- Assists the Finance Director on special projects, processes non-routine requests, and assists with daily office coordination.
- Assists the Finance Director with records management in the proper identification and preparation of records.
- Audits and reconciles any discrepancies between the general ledger and subsidiary accounts / programs, and performs month-end as well as year-end closing procedures.
- Works directly with the public to address any concerns, as needed.
- Adheres to all safety rules and regulations.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of generally accepted accounting principles (GAAP) and Government Accounting Standards Board (GASB) pronouncements.
- Knowledge of modern office techniques, procedures and practices.
- Knowledge of principles of supervision, organization and administration.
- Knowledge of all city policies and procedures.
- Skilled in recognizing and resolving varied financial problems and report solutions to immediate supervisor.
- Skilled in operating with appropriate speed and accuracy a variety of standard office business equipment including a computer, printer, typewriter, telephone, calculator, copier, and fax machine.
- Skilled in dealing with customers and able to handle stressful situations.
- Ability to demonstrate initiative, self-motivation, and work cooperatively with co-workers and the public.
- Ability to communicate effectively, verbally and in writing, with employees, department directors, other governmental agency representatives, and the public.
- Ability to use the principles and practices of general, governmental, and fund accounting, including methods of preparing financial reports.
- Ability to apply applicable laws, rules, regulations, and policies controlling budgetary and fiscal record keeping.
- Ability to make decisions in accordance with applicable laws, rules, regulations, and policies.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to meet multiple deadlines and possess strong organizational skills, including attention to detail.
- Ability to exercise good independent judgment and initiative in applying standards to a variety of work situations.
- Ability to work under pressure with frequent interruptions, which may include angry or difficult customers.
- Ability to exercise considerable tact and courtesy in contact with the general public.
- Ability to assist in preparation of a budget and monitor department expenditures.
- Ability to plan, supervise and coordinate the work of the department in a manner conducive to full performance and high morale.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

Requires an Associates of Applied Science (A.A.S. or A.S.) degree in a business related field; and three (3) years of previous governmental accounting experience, or any combination of training and experience which provides the required knowledge, skills and ability to perform the job. Strong mathematical and reading skills. Must be bondable. Requires a valid class "E" Florida driver license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Must speak, read, write and comprehend fluent English. Use of both hands and fingers with dexterity. Required to sit, walk, talk and hear. Required to use hands and fingers to operate objects, tools or controls and reach with hands and arms. Must be able to maintain repetitive motions. Must be able to lift and/or move up to 25 pounds. Requires the ability to maintain body equilibrium to prevent falling when walking or standing on uneven surfaces and when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of the body. May be subject to dust, mold, heat, cold, insects, snakes, rodents, and spiders. Specific vision abilities required include close vision and the ability to adjust focus.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____