

City of DeFuniak Springs

71 US Hwy. 90 W.
Post Office Box 685
DeFuniak Springs, FL 32435



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

www.defuniaksprings.net

JOB NOTICE **FINANCE DIRECTOR – FINANCE DEPARTMENT**

Post Date: June 1, 2022

Close Date: Open Until Filled

FLSA Status: Exempt

Starting Pay Range: 68,250-104,475 DOQ

The City of DeFuniak Springs, a Council-Manager form of government, is seeking applications for an experienced professional to serve as Finance Director. DeFuniak Springs is the county seat of Walton County located in the Florida Panhandle. Located between Pensacola and Tallahassee, nestled 30 miles North from some of Florida's most beautiful beaches and rooted in a rich unique history, DeFuniak Springs is an ideal location to work and live.

This position is an executive level staff position providing highly responsible financial services support to the City. This position is responsible for the direction, planning and management of the financial operations of the City and advises and makes recommendations to the City on all fiscal policy matters necessary for the financial health of the City. This position is responsible for performing professional work in planning, organizing, staffing, controlling and administering all financial functions including fund accounting, budgeting, utility billing, payroll, customer service, reporting, investing, debt management, banking, fixed asset management, purchasing, internal support, external support, treasury management and pension plan management for the City. Must be bondable in an amount established by the City Council with such bond conditioned upon the faithful discharge of the duties of the finance director.

Qualification(s):

A Bachelor's Degree in accounting, public finance, business administration or a closely related field from a four-year college or university, or eight (8) years' experience in local government accounting, public finance or business administration or similarly related work may be substituted for a B.S. degree.

Must possess knowledge of State of Florida Uniform Accounting Codes and any other areas concerning governmental accounting, along with a working knowledge of utility services. Knowledge in the areas of budget preparation, budget administration, financial investments and financial computer software are essential. Must have knowledge of computer systems. Must have knowledge of local governmental utility services.

Preferred/Desirable Qualification(s):

A Certified Public Accountant (C.P.A) is preferred.

Special Requirement(s):

Must be bondable in the amount of \$250,000.00 with such bond conditioned upon the faithful discharge of the duties of the finance director.

Applications and complete job description may be obtained by visiting the City's website at www.defuniaksprings.net or City Hall, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433. For more information, please contact the human resources department at 850-892-8500x119.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.

City of DeFuniak Springs – Finance Director

FLSA STATUS: Exempt
SUPERVISORY STATUS: Supervisor

DEPARTMENT: Finance
REPORTS TO: City Council and City Manager

JOB SUMMARY:

This position is an executive level staff position providing highly responsible financial services support to the City. This position is responsible for the direction, planning and management of the financial operations of the City and advises and makes recommendations to the City on all fiscal policy matters necessary for the financial health of the City. This position is responsible for performing professional work in planning, organizing, staffing, controlling and administering all financial functions including fund accounting, budgeting, utility billing, payroll, customer service, reporting, investing, debt management, banking, fixed asset management, purchasing, internal support, external support, treasury management and pension plan management for the City. Must be bondable in an amount established by the City Council with such bond conditioned upon the faithful discharge of the duties of the finance director.

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.

- Develops, plans and implements finance department objectives and goals.
- Provides staff assistance to the City Council.
- Analyzes accounts and provides to the City Council, City Manager and to department heads a monthly report showing comparisons to the budgeted revenues and expenditures to actual revenues and expenditures.
- Responsible for the preparation of the City's comprehensive annual financial report.
- Provides assistance to and acts as city liaison to external auditor in performing audit functions.
- Makes presentations to the City Council, City Manager, boards, civic groups and the general public, as necessary and required in matters relating to financial services.
- Assigns work activities and monitors workflow of departmental projects and programs.
- Assists the City Manager with the drafting and preparation of the annual budget.
- Monitors the city budget and provides documentation for the approval of expenditures for staffing, equipment, materials and supplies.
- Directs and assists, as necessary, in the selection, training, discipline and evaluation of personnel.
- Confers with the City Manager and Department Directors, as necessary, regarding policy interpretation.
- Responsible for analyzing and interpreting budgets of City operations and reporting the financial condition of the City to the City Manager and to the City Council.
- Directs and supervises the preparation of analytical reports, research studies, and special finance project assignments.
- Directs the City procurement of supplies, equipment and services.
- Reviews purchasing policies and procedures for efficiency and economy in the acquisition of supplies, equipment and services for all City departments.
- Monitors changes in applicable laws, rules and regulations, and informs appropriate staff and makes recommendations; as needed.
- Recommends to the City Manager the selection, hiring of applicants within the department.
- Works directly with the public to address any concern, as needed upon approval of the City Manager.
- Works in emergency situations and conditions as may be required.
- Adheres to all safety rules and regulations.
- Adheres to work schedule and attendance requirements.
- Performs other duties as may from time to time be prescribed by the City Manager.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Generally-Accepted Accounting Principles (GAAP).
- Knowledge of Government Accounting Standards Board (GASB-34).
- Knowledge of Government Accounting Standards Board (GASB-45).
- Knowledge of Chart of Accounts
- Knowledge of financial software solutions.
- Knowledge of Microsoft Office Suite.
- Knowledge of principles of supervision, organization and administration.
- Knowledge of all municipal/county policies and procedures.
- Skilled in dealing with customers with demonstrated ability to handle stressful situations.
- Skilled in the use and care of office tools, equipment, and materials of the tasks for which assigned.
- 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 heads, and the public.
- Ability to plan and coordinate the work of the department in a manner conducive to full performance and high morale.
- Ability to exercise considerable tact and courtesy in contact with the general public.
- Ability to exercise good independent judgment and initiative in applying standards to a variety of work situations.
- Ability to assist in preparation of a budget and monitoring of department expenditures.
- Ability to keep accurate records and reports.
- Ability to use common office machines, including computer-driven word processing, spreadsheet and file maintenance programs.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

A Bachelor’s Degree in accounting, public finance, business administration or a closely related field from a four-year college or university, or eight (8) years’ experience in local government accounting, public finance or business administration or similarly related work may be substituted for a B.S. degree.

Must possess knowledge of State of Florida Uniform Accounting Codes and any other areas concerning governmental accounting, along with a working knowledge of utility services. Knowledge in the areas of budget preparation, budget administration, financial investments and financial computer software are essential. Must have knowledge of computer systems. Must have knowledge of local governmental utility services.

A Certified Public Accountant (C.P.A) is preferred.

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 be fluent in the speaking, reading, writing and comprehension of the English language. Specific vision abilities required include close vision and the ability to adjust focus. Required to use hands and fingers to operate machines, tools or controls and reach with hands and arms. Must be able to maintain repetitive motions with hand and finger dexterity consistent with that needed to operate a keyboard.

This job description is not intended to be a contract for employment.

Employee Signature: _____ Date: _____