



# CITY OF AVON PARK

## JOB DESCRIPTION

### JOB TITLE: **Finance Director**

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<b>EXEMPT:</b>	YES	<b>DIVISION:</b>	City Manager
<b>SALARY:</b>	\$65,000 - \$78,000 DOQ	<b>DEPARTMENT:</b>	Finance
<b>SHIFT:</b>	Days	<b>COST CENTER:</b>	
<b>LOCATION:</b>	City Hall	<b>POSTION:</b>	Management
<b>REPORTS TO:</b>	City Manager		
<b>PREPARED BY:</b>	Human Resources	<b>DATE:</b>	1/29/2020 (reviewed by HR 9-15-2020)
<b>APPROVED BY:</b>	City Council	<b>DATE:</b>	1/29/2020

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### **NATURE OF WORK:**

This is complex professional and managerial work responsible for the finance, accounting, utility billing, budget, data processing, financial grant and project reporting and other essential functions of the City.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

1. Directs and manages the financial, accounting, billing, budget, data processing for the City. Directs and manages the Utility Billing Department to include, but not limited to, billing and collection of water, sewer, and garbage revenues
2. Maintains the financial records of the City in a manner consistent with generally accepted accounting principles and governmental budgeting requirements
3. Prepares financial reports required governmental units and regulatory agencies. Formulates financial and accounting procedures consistent with applicable policies, laws, and regulations
4. Develops policies and regulations pertaining to financial and accounting matters for approval by the City Manager and adoption by the City Council
5. Maintains an effective system of internal accounting and budget control, including fixed assets
6. Conducts special studies of financial results and operational needs of City departments as directed
7. Formulates and manages the City's Capital Improvement Plan and other agreements which subject the City to long-term indebtedness
8. Directs and manages all purchasing policies and bid procedures
9. Oversees the posting and reconciliation of ledgers and accounts. Direct the preparation of State and Federal reports, including tax reports
10. Complies statements of current operating capital outlay expenditures for the use by the City Manager and Departments

11. Prepares budget estimates and complies revenue projections for budget preparation and ongoing monitoring of fiscal conditions
12. Oversees the investment of all City funds
13. Maintains financial records for all grants and large projects

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Working knowledge of Florida Statutes Chapter 166, Part III
- Working knowledge of the Community Redevelopment Act (CRA)
- Familiarity with Union projections
- Confirmed experience in making sound financial, technical, and management decisions
- Valid driver's license
- Must pass applicable pre-employment background checks
- Candidate must be bondable

#### **OTHER KNOWLEDGE, SKILLS, AND ABILITIES:**

- Comprehensive knowledge of the principles and practices applied to the organization, management, and administration of municipal accounting, finance, auditing, and reporting administration
- Knowledge of internal control procedures and information systems
- Work requires the ability to develop spreadsheets and other job-related analysis
- Must possess good oral and written communication skills
- Must possess good organizational skills
- Must use basic math to deal with inventory management
- Ability to work under high demands, short time constraints, and pressure of a fast-paced work environment
- Ability to establish and maintain effective working and professional relationships with the City and other public employees, public officials, contractors, consultants, vendors, media, and the general public
- Considerable knowledge of public finance and fiscal planning; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP, and GASB
- Skill in recording information accurately
- Possess exemplary leadership, communications, and team-building skills
- Strong detailed work style with a commitment to improvement

#### **EXPERIENCE AND EDUCATION:**

- Bachelor's Degree required in accounting or related field
- Master's Degree or CPA preferred

#### **PHYSICAL DEMAND DESCRIPTION:**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

#### **WORK ENVIRONMENT:**

Duties are performed within an indoor and outdoor environment or setting. Possible exposure to electrical and chemical hazards; vibration; loud noise; inclement weather; and dust, allergens, and mold.

**SPECIAL REQUIREMENT:**

This position is a Disaster essential position and will be required to report for work when a declaration of emergency has been declared in Highlands County.

Employment Applications for the City of Avon Park must be filled out in entirety.

Applications can be found on the City of Avon Park website.

[www.avonpark.cc](http://www.avonpark.cc)

The City of Avon Park is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, ethnicity, disability, genetic information, marital status, or status as a protected veteran.

Preference will be given to preference-eligible veterans in accordance with applicable law.