

CITY OF WINTER GARDEN

Classification Description

CLASSIFICATION TITLE: Finance Director
DEPARTMENT: Finance Department

FLSA Status: E
Pay Grade: TBD

WORK OBJECTIVE

Under direction of the City Manager or his/her designee, performs highly professional accounting work involving all fiscal operations of the City's Finance Department. Employees in this job classification are responsible for management of accounting and related staff. Position ensures all work is performed according to generally accepted standard accounting principles, procedures, departmental guidelines, and regulatory requirements applicable to the work. Employee works with a high degree of independence and initiative, and may confer with his/her supervisor as needed.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. Management may assign duties not listed herein as deemed necessary.

- Plans, develops and administers all departmental policies and procedures of all administrative aspects of the departments in order to achieve established goals and objectives.
- Supervises and evaluates staff.
- Performs accounting work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements
- Prepares annual budget; directs and oversees audits; approves and controls disbursements of funds for the entire City.
- Directs accounting/payroll activities, systems and reporting as needed and directed.
- Performs highly advanced accounting and finance work involving the organization and interpretation of the city's financial records, and the managing of City funds and investments.
- Directs the treasury collection activity and custody of public funds. Oversees the investment of City funds and the payment of bond obligations.
- Directs the office and activities of the Utility Billing Division.
- Responsible for the administration of the Pension funds.
- Advises City Manager, department heads and other officials on accounting policies, and provides information regarding finances, budgeting or expenditure allowances.
- Performs related duties as directed when such duties are logical/appropriate assignment to position.

MINIMUM QUALIFICATIONS:

Bachelor's Degree (Master's preferred) in Finance, Business Administration, Accounting, Public Administration or related field; with ten (10) years experience in municipal finance administration, including four (4) years in management of professional accounting / finance staff; or an equivalent combination of education, training, and experience. CPA certification preferred.

Knowledge, Skills, & Abilities –

Thorough knowledge of generally accepted accounting principles and procedures, and the application of such as applied to municipal finance.

Thorough knowledge of administrative management and internal control / audit principles.

FINANCE DIRECTOR

Substantial knowledge of the operations of municipal government and of the laws and regulatory standards governing municipal accounting procedures.

Knowledge of effective supervisory and management principles, methods and techniques.

Ability to assess municipal problems and proposed policies in terms of their financial and administrative implications.

Ability to supervise the work of professional, technical and clerical accounting staff.

Ability to prepare complex financial reports.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain working relationships with employees, citizens, and City officials.

Ability to present programs and recommendations orally and in writing.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

The City of Winter Garden is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Winter Garden provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

H.R. Representative/Supervisor's Name (print)

Employee Signature

H.R. Representative/Supervisor's Signature

Date

Date