



Job Title	Finance Director
Salary Range	\$44,000 - \$55,000 Annually
Job Type	Full-Time
Location	3 N Summit St, Crescent City, Florida
Department	Administration

Under the general administrative direction of the City Manager, the Finance Director is responsible for overseeing all functional areas of fiscal management and accounting; directing the City's financial, accounting, budget and management, grants management, and procurement operations; creating effective internal financial controls, conducting financial forecasting for the City's budget, overseeing City investments and investment reporting and annual audits and collaborating on the annual City and Community Redevelopment Area (CRA) budgets, and overseeing the filing of all financial reporting information. Performs related work as directed.

Essential Job Functions:

- Organizes, coordinates, and directs the operations and activities of accounting functions such as payroll, accounts payable, accounts receivable, cash receipts and general ledger.
- Prepares the Comprehensive Annual Financial Report, Annual Budgets, and other annual financial reports for the City and the CRA.
- Prepares the City and CRA operating budgets, capital improvement program budget, and budget amendments.
- Maintains debt schedules.
- Organizes, Coordinates, Prepares, and serves as the primary contact for all the City's annual audits.
- Prepares adjusting entries to various ledgers to reflect accurate accounting and distribution of income and expenses to appropriate accounts; analyzes financial data for discrepancies and errors and makes corrections through journal entries.
- Tracks and reconciles fixed assets.
- Audits cash management activities, journals, registers, and other original entries for accuracy and propriety.
- Reconciles all bank statements for all funds.
- Prepares annual schedule of grant activity and ensures proper reimbursements.
- Adds or makes changes to existing account structure including new classifications, account title changes, summary account changes, etc.

- Participates in Department-wide long range, strategic planning activities.
- Serve as a technical resource to other City staff on a variety of accounting matters.
- Develops and recommends internal controls and accounting policies and procedures to ensure compliance with laws, codes, and regulations governing municipal accounting.
- Supports and models the identified vision, values, and behaviors of the organization.
- Communicates effectively, both orally and in writing with citizens, co-workers, and others providing feedback and strong problem solving.
- Communicates with other public agencies for the dissemination of information.
- Works effectively under pressure and with frequent interruptions.
- Completes work and projects in a thorough and timely manner with strong accuracy and attention to detail.
- Supervises, assigns work, and evaluates performance of assigned personnel.
- Responsible for staff development.
- Monitors daily work activities to assure the timely and accurate completion of functional responsibilities.
- May be required to work during a declared or undeclared emergency.
- May be required to work and attend meetings outside regular business hours.
- Performs special projects and other related job duties as assigned.

NOTE: The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Education and Experience:

- Bachelor's degree from an accredited college or university in Accounting, Finance, Business or Public Administration, or a closely related field.
- Five (5) years of progressively responsible management and supervisory experience in accounting and financial management for a governmental agency or an equivalent combination of related education and experience.
- A Master's Degree, Certified Public Accountant, Certified Government Finance certification, or Certified Government Finance Officer designation(s) are a plus.
- Evidence of continued professional development is also important.

Preferred Qualifications:

Knowledge of Edmunds GovTech Financial Management software.

Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles and practices of municipal accounting.

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- Thorough knowledge of the principles and practices of municipal cash management.
 - Considerable knowledge of the laws and regulations relating to municipal accounting, finance, and cash management.
 - Considerable knowledge of modern methods of receiving, depositing, and disbursing large amounts of money.
 - Knowledge of basic policies and practices of cashiering and conducting currency transactions.
 - Ability to exercise judgment and initiative in analyzing and evaluating accounting problems and in developing or recommending modifications and improvements in existing financial management procedures.
 - Ability to exercise judgment and initiative in analyzing and evaluating the state of the City funds.
 - Ability to plan, organize, supervise, and review the work of subordinates.
 - Ability to establish and maintain effective working relationships with other employees and the public.
 - Ability to understand and follow written and oral instructions.
 - Ability to clearly communicate information both verbally and in writing.
 - Ability to interpret a various instruction in written, oral, diagram, or schedule form.
 - Ability to operate basic office equipment (e.g., computers, copy machines, etc.).
 - Ability to access, operate, and maintain various software applications.
 - Ability to perform routine mathematical computations and tabulations accurately and efficiently.
 - Ability to read, update, and maintain various records and files.
 - Ability to understand and follow established departmental and City policies and procedures.
 - Regular, reliable, and punctual attendance and with a professional manner.
 - Effectively plan, organize, assign, and supervise work of assigned personnel.
 - Accurately interpret and apply federal, state, and local policies, laws, and regulations.
 - Accurately analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Accurately analyze, evaluate, and summarize complex and technical financial and management records for accuracy and conformance to procedures, rules, and regulations.
 - Maintain accurate financial records in accordance with applicable laws and regulations.
 - Research system errors or omissions and coordinate corrective action.
 - Demonstrate strong attention to detail.
 - Exercise individual initiative.
 - Exercise discretion in confidential matters.

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- Work independently from general instructions and broad work expectations.
 - Manage multiple projects simultaneously.
 - Work efficiently in a fast-paced work environment subject to frequent interruptions.
 - Meet deadlines.
 - Recognize occupational hazards and utilize standard safety procedures.
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Essential Physical Skills:

The work is generally sedentary and may require exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Tasks may involve extended periods of time at a keyboard or workstation. Additionally, the following physical abilities are required:

- **Hearing:** Ability to hear and understand at normal speaking levels with or without correction.
 - **Speaking / Talking:** Ability to communicate clearly, accurately, and concisely through speech.
 - **Visual Acuity:** Ability to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, operating motor vehicles.
 - **Dexterity:** Primarily with fingers, as in picking, pinching, or typing.
 - **Mental Acuity:** Ability to make rational decisions.
 - **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
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Work Environment:

- Work is performed in a dynamic environment that requires the ability to be sensitive to change and responsive to changing goals, priorities, and needs.
- Work is performed primarily in an office setting. Noise level is moderate.

The job description does not constitute an employment agreement between the City and employee and is subject to change at any time by the City as the needs of the City and requirements of the job change.

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