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## TOWN OF SURFSIDE FINANCE DIRECTOR

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DEPARTMENT: FINANCE

EXEMPT

### **GENERAL DESCRIPTION:**

Serves as the Town's financial officer performing professional work in planning, organizing, supervising, and administering all financial functions including budgeting, reporting, investing, debt management, banking, treasury management, fixed asset management, purchasing, internal support, contract management, pension plan management, etc. of the Town. Work is performed under general direction of the Town Manager.

### **ESSENTIAL JOB FUNCTIONS:**

1. Develops and maintains a comprehensive accounting and financial management system for the Town in accordance with generally accepted accounting principles applicable to local government units, the financial reporting requirements of the auditors' office and the Town's charter.
2. Maintains and updates the financial management system of the city.
3. Supervises the finance department.
4. Monitors the Town's financial system in order to ensure that all Town personnel are following the financial management system and the methods and practices incorporated therein.
5. Reports to Town Manager any deviations from the Town's financial system or from the methods and practices established thereby.
6. Manages payroll, risk management, treasury and debt management programs.
7. Gathers, organizes, and maintains whatever financial information may be requested or required by the Town Manager or department heads.
8. Provides and implements a method of coding allocations of revenues and expenditures.
9. Plans, develops, and coordinates preparation of the annual operating budget.
10. Identifies and obtains funding for Town projects.
11. Analyzes accounts and provides to the Town Manager and department heads a monthly report showing comparison of the budgeted amounts in relation to actual revenues and expenses.
12. Assists and acts as liaison to external Auditor in performing audit functions.
13. Supervises the completion of various reports required by numerous outside agencies, including surveys, progress reports and general statistical information.
14. Works with the public.
15. Attends commission meetings when requested by the Town Manager.
16. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### **MINIMUM QUALIFICATIONS:**

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

- Knowledge of auditing techniques and procedures.
- Knowledge of principles or modern management and regulations which apply to accounting, budgeting, purchasing, and revenue collections in local government.
- Knowledge of General Accepted Accounting Principles.
- Ability to establish and maintain an effective working relationship within the department and with other department heads, Town officials, and the general public.

- Knowledge and experience in data processing.
- Ability to plan, schedule and review the work of subordinate employees in a manner such to encourage full and cooperative performance.
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
- Ability to effectively use computer equipment to retrieve, change, insert, delete, update applicable information.
- Ability to express ideas clearly, concisely both orally and in written form.
- Ability to work rapidly and accurately with numeric data.
- Ability to make decisions within established accounting policies and procedures.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree in Accounting, Finance, Business Administration, or related field with preferable a Master's Degree in Business Administration or a C.P.A. Certificate and ten (10) years of accounting, fiscal, experience preferably within a governmental agency.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

C.P.A. and Notary Public desirable.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to access, input and retrieve information from a computer.
- Ability to communicate effectively both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Revision History: 3/5/09; 4/10/12

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature: \_\_\_\_\_

