

DIRECTOR OF FINANCE**SUMMARY:**

Under general direction, manages financial operations; advises City Administrator, Mayor and City Commission on fiscal matters; prepares and administers City budget, as well as Treasury, Risk Management, Accounting and procurement operations; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Oversees operation of the Finance Department, supervises the activities of staff, writes and conducts evaluations, schedules employees, assigns work, and monitors its progress.
2. Monitors management staff and coaches as needed in the development, implementation and monitoring of long term departmental plans, goals, and objectives focused on achieving the City mission and the City Commission's priorities.
3. Responsible for the fiscal stability of the City and safeguarding the City's assets with internal controls.
4. Ensures City's investments are prudently invested, responsible for City's bond rating remaining high.
5. Ensures all procurement follows applicable state laws, charter and ordinances.
6. Responsible for City assets being properly insured and policies are established to mitigate risk of loss.
7. Develops 5 year capital improvement plans, ensures all expenditures are within budget and have a public purpose in accordance with state laws.
8. Prepares fiscal analyses, reports, prepares and approves agenda items with fiscal impact.
9. Directs preparation and monitoring of budget and internal audit reports.
10. Reviews and authorizes requisitions and signs checks.
11. Consults and coordinates with financial advisors, bond counsel, legal advisors, and auditors on issues such as bonds issuance, annual audit and investments.
12. Responsible for creating and implementing the most efficient and effective financing option for all capital acquisitions.
13. Analyzes and advises on fiscal impact of union contracts.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, state, and federal laws, regulations, policies, and practices governing accounting and finance.
- Knowledge of principles, practices and methods of short and long range planning.
- Knowledge of the organization and functions of elected officials, appointed boards and commissions.
- Thorough knowledge of general management principles and practices to include budgeting, policy and procedure development, and personnel management and supervision.
- Proven knowledge of generally accepted accounting principles.
- Thorough knowledge of municipal bond market and municipal investment options and strategies.
- Proven knowledge of governmental accounting procedures and risk management practices.
- Proven skills in personnel and financial management, policy development, and verbal and oral communications; ability to speak effectively in public and to express ideas clearly in writing.
- Proven skills in writing financial statements and in analyzing financial information.
- Proven skills in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Skill in planning, organizing, assigning, and coordinating the activities of professional and technical staff.
- Skill in using computer and financial application software.
- Skill in both verbal and written communication.
- Skill in supervision.
- Skill in applying appropriate public relations techniques with those contacted in the course of work.

DIRECTOR OF FINANCE

- Demonstrated ability working effectively with public officials, City employees, and other groups within the City.
- Demonstrated ability to express ideas clearly when providing oral and written reports and recommendations on administrative, financial and technical issues.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or a university with a major in Accounting, Finance, Business Administration, or Public Administration or related field, and seven (7) years accounting, auditing or finance experience, or any equivalent combination of training and experience. Three (3) years of supervisory/managerial experience, required. Certification as a Certified Public Accountant, highly desirable. Master's degree and Government Finance Officer Certification, highly desirable.

A valid State of Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of employment.