

City of Ormond Beach Job Description

Position: Finance Director
(Revised 1/99)

Exempt:	Yes	Job Code:	0301.513.31100
Pay Grade:	509	Department:	Finance
Shift:	Days (8 hours)	Division:	Accounting & Payroll
Location:	City Hall	Supervisor:	City Manager

Summary:

Performs highly responsible management and administrative work directing and coordinating the varied functions of the City's Finance Department. Work involves administering the central accounting system and the data processing functions of the City. Work is reviewed through written reports, for the attainment of goals and objectives, and adherence to established policies and procedures. Work is performed under the executive direction of the City Manager.

Essential Duties and Responsibilities:

- Plans, evaluates and directs departmental policies, programs and operations related to the financial and budgetary activities of the City government.
- Directs the financial operations of the City by an established central accounting system within commonly accepted governmental accounting principles.
- Prepares financial statements and cost reports at regular intervals.
- Directs the audit and approves disbursements for goods and services within budget appropriations.
- Directs the Treasury collection activity and custody of public funds. Oversees the investment of City funds and the payment of bond obligations.
- Supervises the data processing functions to ensure that required programming is in place and that necessary records and reports are produced in a timely manner.
- Serves as financial advisor to the City Commission and management.
- Directs and monitors the implementation of City and departmental Affirmative Action Plans, relating to all personnel actions within the department.
- X Meets attendance requirements.
- X Promotes consumer friendly environment within the department.

Marginal Duties and Responsibilities include the following. Other duties may be assigned.

- X Represents the City and/or the department by preparing and presenting information to City boards, clubs, civic groups and in other forums. Provides technical and policy

information and assistance to staff members, other City agencies, City boards/committees and citizens.

Supervisory Responsibilities:

Manages subordinate professional and office staff. Is responsible for overall direction, coordination and

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and

Education and/or Experience:

Bachelor's degree in Accounting, Public Finance or a closely related field; supplemented by four (4) to six (6) years of extensive, progressively responsible experience in a municipal financial administrative position in a similarly sized agency; or an equivalent combination of training and/or experience. A C.P.A. designation is preferred.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Skills and Abilities:

Knowledge of the laws and policies governing municipal finance and accounting practices and procedures.

Knowledge of accounting practices and administrative policies.

Knowledge of modern office practices and accounting equipment.

Knowledge of municipal bonds and contracts and available investment opportunities.

Knowledge of data processing principles and practices.

Knowledge of supervisory principles and practices and ability to direct and coordinate staff activities.

Knowledge of the principles, practices and processes of municipal budgeting.

Ability to formulate and install methods, procedures, forms and record systems.

Ability to prepare complex financial reports in a timely and accurate manner.

Ability to supervise maintenance of complex administrative records and prepare reports.

Ability to maintain satisfactory working relationships with employees, government

officials, private organizations, and the general public.

Ability to supervise professional and clerical staff, including assignment of work and review of same.

Ability to be effective in written and oral communication in contacts with local, state and federal officials and the general public.

Special Requirements:

Possession of a valid Florida drivers' license.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully meet the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to meet job demands under some stressful situations.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Department Approval:

Approved by: _____
Name Title Date