



TOWN OF SURFSIDE ASSISTANT TOWN MANAGER / CHIEF FINANCIAL OFFICER

DEPARTMENT: Executive/Finance

EXEMPT

GENERAL DESCRIPTION:

Under the direction of the Town Manager serves as the key designee of the Town's leadership team. Performs a variety of professional and administrative work directing, coordinating and overseeing the operative initiatives and policies. Provides general assistance to the Town Manager. Serves as the Town's chief financial officer performing professional work in planning, organizing, supervising, and administering all financial functions including accounting, budgeting, reporting, investing, debt management, banking, treasury management, fixed asset management, multi-year capital planning, purchasing, internal support, and pension plan support for the Town. Serves as the Acting Town Manager in the absence of the Town Manager, as directed.

ESSENTIAL JOB FUNCTIONS:

1. Assists Town Manager in the administration of the Town consistent with the Town's goals and initiatives ensuring high-quality customer service, professional standards, and quality controls.
2. Carries out the Town Manager's directives regarding implementation of policies and represents the Town Manager in resolving problems and conflicts within Town government.
3. Manages application for the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.
4. Manages application for the GFOA Distinguish Budget Presentation Award.
5. Manages application for the Public Pension Coordinating Council (PPCC) Award.
6. Supervises the Finance Department.
7. Manages the Information Technology division excluding the Town's broadcasting and website/social media content.
8. 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 State Auditor Generals' office and the Town's Charter.
9. Oversees the preparation of the Comprehensive Annual Financial Report (CAFR).
10. Plan, develop, and coordinate preparation of the annual operating budget.
11. Oversees payroll, risk management, treasury and debt management programs.
12. Oversees purchasing efforts of the Town through the management of the purchase order process and oversight of any purchasing support staff.
13. Coordinates the efforts of the various departments under the Town governmental structure including assisting with capital project management.
14. Identify and obtain funding for Town projects.
15. Attend and assist with the coordination of Town Commission and Budget Advisory Committee meetings
16. Keeps the Town Manager informed of general Town operations and activities.
17. Assists with the implementation of the Town Commission's strategies, priorities, and decisions and recommends adjustments for the efficient operation of the Town government
18. Demonstrates leadership by advocating for innovation and strategic change and promoting the development of a diverse and engaged workforce.
19. Ensures that the Town operating departments work together in an effective manner that results in the delivery or quality services that are integrated and efficient.
20. Supervises the completion of various reports required by numerous outside agencies, including surveys, progress reports and general statistical information.
21. Assists with contract negotiations, both labor and civil.
22. Represents Town in local, state and federal relationships as needed.
23. Assists in identifying legislative priorities.
24. Assists with the Town's resiliency efforts as needed.
25. May function in any emergency management role or capacity in the Incident Command System (ICS) to include, Logistics, Operations, and Planning.

26. 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.
- Knowledge of laws and administrative policies governing municipal activities and operations of municipal government.
- Ability to delegate authority / responsibility and to mentor subordinate department heads and to maintain an effective organization.
- Ability to express oneself clearly orally and in writing.
- Ability to deal with confidential and sensitive matters
- Ability to appear before groups of taxpayers and the Town Commission to present data and programs which enhance the continued efficient operation of the Town.
- Ability to conduct research, compile and analyze data, write reports, advise and direct management level employees
- Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public.
- Ability to supervise the work of others in a manner conducive to full performance and high morale
- Knowledge of construction process for major capital programs.
- Ability to negotiate with collective bargaining unit.
- Knowledge of current social, political, economic trends and operating problems of municipal government.
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
- Knowledge of Public Administration principles, with particular reference to municipal administration, including basic principles of organization, management, and budget preparation.
- Working knowledge of debt management and analysis of feasibility for a variety of non-advallorem supported enterprise funds.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Accounting, Finance, Business Administration, or closely related field. Must be a Certified Government Finance Officer (CGFO), Certified Public Finance Officer (CPFO), or Certified Public Accountant (CPA) and have ten (10) years of progressively responsible supervisory experience in accounting, auditing, or finance; seven (7) years of which should be in an executive finance position in local government. Florida experience and experience in Enterprise Resource Planning (ERP) is highly desirable and preferred.

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

LICENSES, CERTIFICATONS OR REGISTRATIONS:

CGFO, CPFO, or CPA required

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).

- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Frequent site visits to projects under construction in Town.
- Travel to local and state meetings.

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

Revision History: New 11/02/20

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: _____

