



TOWN OF SURFSIDE FINANCE DIRECTOR

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, risk management, contract management, and pension plan management for the Town. The Finance Director manages the operation of the Finance Department and its personnel. The 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 State Auditor General's office, the Florida Chief Financial Officer's office and the Town Charter.
2. Plans, coordinates and develops the preparation of the Comprehensive Annual Financial Report in a timely manner.
3. Maintains and update the financial management system of the Town.
4. Submits required information to receive the annual Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.
5. Submits required information to receive the Government Finance Officers Association (GFOA) Distinguish Budget Presentation Award.
6. Submits required information to receive the Public Pension Coordinating Council Award
7. Manages the finance department operations and its personnel.
8. 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.
9. Report to Town Manager any deviations from the Town's financial system or from the *methods* and practices established thereby.
10. Manages payroll, risk management, treasury and debt management programs.
11. Gathers, organizes, and maintain whatever financial information may be requested or required by the Town Manager or department heads.
12. Provides and implements a method of coding allocations of revenues and expenditures in accordance with the State Uniform Chart of Accounts.
13. Plans, develops, and coordinates preparation of the annual operating budget and the periodic capital improvement plan.
14. Identifies and assists in obtaining funding for Town projects.
15. Analyze accounts and provide to the Town Manager and department heads a monthly report showing comparison of the budgeted amounts in relation to actual revenues and expenses.
16. Responsible for the timely completion of the annual financial audit and any applicable single audits required during any reporting period.
17. Establishes and maintains a cost-effective system of internal accounting controls.

18. Reviews, recommends, deploys, and maintains the accounting system software as part of an integrated town-wide reporting system.
19. Reviews applications and assists in selecting individuals for employment; reviews and evaluates the work of subordinate personnel; determines training needs of Finance staff; provides training opportunities whenever possible; and recommends courses or classes to staff.
20. Supervise the completion of various reports required by numerous outside agencies, including surveys, progress reports and general statistical information.
21. Recommends and manages the various applicable financial policies and practices of the Town, including applicable and appropriate best practices of the Government Finance Officers Association (GFOA).
22. Recommends financing vehicles for the Town's debt and actively participates in the structure of financings and any related debt issuances and debt disclosures, including any legally required annual disclosures.
23. Evaluates and recommends appropriate risk management practices, formulates and evaluates bids and proposals considering exposures and costs.
24. Manages FEMA financial reporting activities and maximizes reimbursement opportunities with the agency. Implements necessary recordkeeping and project accounting systems, establishes town-wide reporting mechanism, and trains departments to properly maintain reporting systems and documentation.
25. Undertakes financial analyses of the various funds and activities of the Town, maintains required debt service coverage requirements by recommending rate, fee, and assessment structures that provide sufficient revenues for coverage and maintaining the financial strength of each fund of the Town.
26. Provides long-term financial forecasts of Town operations.
27. Maintains special assessment rolls as required.
28. Provides financial analysis and recommendations in a proactive manner in all areas of the Town.
29. Manages the various billings and receivables of the Town to insure all customers are billed the correct amounts and that all customers pay their fair share of the costs of all services provided to them.
30. Understands the Town's costs and revenues and the ability to analyze transactions for their financial impact to the Town's financial statements and make recommendations accordingly.
31. Interacts with the public, the media (as approved by the Town Manager), all employees and elected officials.
32. Attends Commission meetings and Board meetings as requested by the Town Manager.
33. 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 as they apply to local units of government.
- 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 information systems, particularly those achieved through enterprise-wide functionality
- Knowledge and experience in the planning and issuance of financial instruments.
- Knowledge and experience in the financial management of water and sewer systems.
- Knowledge and experience in the financial management of solid waste operations.
- Knowledge and experience in the management of defined benefits and defined contribution plans and deferred compensation plans, including plan design, plan qualifications, reporting, valuations and funding.
- Understanding and experience in risk management, risk exposure evaluation, and financing risks common to similar units of local government.
- Ability to develop and maintain cost allocations systems, including cost recovering systems, indirect cost allocation plans, and special assessment methodologies.
- 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 closely related field. Must be a Certified Public Accountant (C.P.A.), GFOA Certified Public Finance Officer, or FGFOA Certified Government Finance Officer and have a minimum of five (5) years of experience as a Finance Director in a local government finance office.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

C.P.A.

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.

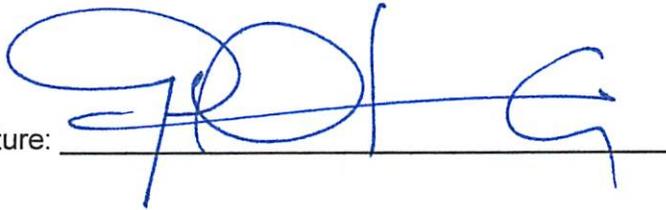
(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Revision History: 3/5/09; 4/10/12; 8/9/17; 1/8/18; 11/27/18

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: _____

A handwritten signature in blue ink, appearing to be 'G. J. G.', is written over a horizontal line. The signature is stylized and cursive.