



## **Finance Director Finance Department**

### **GENERAL DESCRIPTION:**

This is an advanced professional level accounting and managerial position supervising the City of Port Richey's (City) Finance Department. This position is responsible for planning, organizing, coordinating and directing the financial activities of the City. Work is performed under the general direction of the City Manager.

### **MINIMUM QUALIFICATIONS:**

**ESSENTIAL JOB FUNCTIONS:** (Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are incidental to the primary functions.)

- Ensure financial accounting reporting is in accordance with Generally Accepted Accounting Practices (GAAP) and the Governmental Accounting Standards Board (GASB).
- Develop Comprehensive Annual Financial Reports (CAFR).
- Ensure compliance with all federal, state, and City financial regulations related to accounting and reporting.
- Ensure all financial accounting and reporting requirements are prepared for City's Community Redevelopment Agency, including supporting additional financial auditing and reporting requirements as required by state regulations and statute.
- Develop all required City, county, state and federal financial reports, budgets, financial analysis and studies of revenues, expenditures, assets, liabilities and equities.
- Prepare or direct the preparation of audit schedules and documents working closely with the auditors in the preparation of annual financial reports.
- With the city manager, lead the development of annual budget, including developing timeframes and budget forms; analyzing/reviewing other department's budgets for accuracy; assisting departments with budget preparation; preparing non-finance department budgets as needed; reviewing tax apportionment.
- Report revenue and expense projections for annual budget and long-term planning purposes explaining the data analysis, assumptions and information impacting the projections.
- Perform supervisory responsibilities in accordance with City's policies and application of local, state and federal laws.
- Assist with the development of key budget assumptions including state and federal revenue projections, cost-to-continue increases and equalized value projections.
- Analyze department revenue projections and 12-month revenue and expenditure estimates to ensure realistic budget projections when developing the annual budget.
- Assist with the development of budget policies including the appropriate level of fund balance, taxing levels and long-term debt options.
- Complete bank and fund reconciliations.
- Manage city's debt through on-time disbursements and reconciliation of balances.
- Monitor and report cash balances daily.

- Perform monthly closings, including budget transfers and amendments, as needed in a timely manner.
- Prepare all quarterly and yearly payroll tax reporting including W-2's and 1099's.
- Prepare all required federal and state reports, including abandoned property report.
- Reviews and approves financial materials such as checks, pay requests, memorandums, payroll time sheets, etc.
- Create and distribute financial reports including cash statements, monthly fund balances, and end of year statements.
- Review financial data such as bond documents, monthly financial reports, grant records, revenue and expenditure reports.
- Attend and participate in administrative meetings.

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

- Knowledge of accounting principles and procedures with expertise in municipal accounting. Ability to apply such knowledge to work issues.
- Knowledge of budgeting and financial reporting systems.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain effective working relationships with employees and the general public.
- Ability to analyze financial data and discern underlying management problems and exercise good judgment in financial management.
- Ability to create and present ideas and findings clearly and concisely in written, oral, and graphic form.
- Ability to work independently with minimum supervision and supervise subordinates as required.
- Thorough knowledge of the organization, functions and activities of the various sectors of the City and those of other governmental agencies.
- Thorough knowledge of the principles, practices and techniques of public personnel administration.

### **PHYSICAL SKILLS:**

Must possess the following physical abilities:

- Ability to communicate effectively using speaking, hearing, writing and vision skills.
- To sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.

### **EDUCATION, TRAINING, AND EXPERIENCE:**

- Bachelor's degree in accounting, finance, or related/relevant subjects and
- 5 years of relevant work experience in a municipal or governmental accounting/finance department.
- Extensive knowledge of GAAP and Management Accounting.
- Ability to make decisions in accordance with departmental rules, regulations and policies.
- Experience with Microsoft excel, word, and other software applications. Black Mountain Software (BMS) applications a plus.
- A comparable amount of directly related experience may be substituted at the City Manager's discretion for the minimum requirements.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS (Preferred):**

- State of Florida Certified Public Accountant (CPA)
- Certified Government Finance Officer Certification (CGFO).

**JOB LOCATION:** Port Richey City Hall, 6333 Ridge Road Port Richey, Fl 34668

**STARTING WAGE:** Depending on qualifications but expected to be not less than \$75,000 annually.

Please visit [www.cityofportrichey.com](http://www.cityofportrichey.com) to obtain job application. Contact John Dudte, City Manager at [j.dudte@cityofportrichey.com](mailto:j.dudte@cityofportrichey.com) or call 727-816-1909 for more information. Submit your application to [t.hayes@cityofportrichey.com](mailto:t.hayes@cityofportrichey.com)