



FINANCE DIRECTOR FINANCE DEPARTMENT

GENERAL DESCRIPTION:

Professional and administrative position responsible for planning, organizing, coordinating, and directing the City's financial activities. Work is performed under the general direction of the City Manager and CRA Board. Coordinates with the Operations Manager and Human Resources Specialist for human resource activities.

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.)

- Responsible for the overall planning, organization, directing, coordination, performance, and evaluation of the Finance Department.
- Carries out supervisory responsibilities in accordance with the City's policies and application of local, state, and federal laws
- Responsible for the management of the Finance Department staff.
- Responsible for the creation and oversight of the City's annual operating and capital budget preparation and annual budget book.
- Responsible for the City's debt management through on-time disbursements and compliance reporting.
- Monitors cash balances daily
- Responsible for month-end and year-end closing and financial reporting.
- Prepares all quarterly and yearly tax payroll reports, including W-2s, 1099s, 941s, 1095s
- Prepares all required Federal and State reports, including abandoned property reports,
- Reviews and approves financial materials such as checks, pay requests, memorandums, biweekly payroll, requisitions, etc.
- Review financial data such as bond documents, monthly financial reports, grant records, and revenue and expenditure reports.
- Responsible for maintaining accounting software and upgrading as needed.
- Responsible for inputting audited financials into the State website and State TRIM compliance.
- Attends and participates in administrative meetings
- In cooperation with the city manager and the CRA Board, the CRA Annual budget will be developed.
- Develop and present not less than quarterly financial statements in accordance with state law showing the financial status of the CRA.
- Monitor and report to the city manager the financial status of the CRA.

- Develop, monitor, and report financial records for all CRA projects.
- Assist the city manager and city attorney in ensuring compliance with state CRA finance law.
- Attend all scheduled CRA Board meetings.
- Create CRA Annual Report.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of accounting principles and procedures. Ability to apply such knowledge to work issues.
- 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 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 understanding 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.

EDUCATION, TRAINING, AND EXPERIENCE:

Graduation from a four-year college or university with a concentration in Accounting and five years of appropriate work experience in a public agency setting is required. A comparable amount of directly related experience may be substituted at the City's discretion for the minimum educational requirements.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS (Preferred):

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

<u>JOB LOCATION:</u>	Finance Department, 6333 Ridge Road, Port Richey, FL 34668
<u>STARTING WAGE:</u>	Determined by Experience – City Manager will ascertain starting salary
<u>CLOSING DATE:</u>	Open Until Filled

BENEFITS:

The benefits package includes 100% employer-paid medical, dental, and life insurance; vacation (first year – two weeks); sick (first year – two weeks); personal time (three days annually); ten (10) paid holidays (annually), and part of the Florida Retirement System (FRS) program. The City also has a deferred compensation program and access to additional insurance (i.e., Aflac),

Please visit www.cityofportrichey.com to obtain a job application. Contact Iris Nieves, Human Resources, at i.nieves@cityofportrichey.com or call 727-835-1269 for more information and/or submit your application.

Applications are subject to the Florida open public records law and are subject to public disclosure. The City of Port Richey is an Equal Opportunity Employer, a Drug-Free Workplace, and does not discriminate based on race, color, religion, creed, sex, national origin, age, disability, pregnancy status, sexual orientation, gender identity, veteran status, marital status, or other status protected by law.

By signing this job description, I acknowledge that I have read and fully understand the position, responsibilities, and job duties set forth in this document. I agree that I am willing, able, and qualified to perform the duties above and will complete all necessary requirements as stated in this document.

Signature: _____ Date: _____

Date Modified: 05.2024