

**MAJOR FUNCTION**

This is responsible management work in planning, managing and directing municipal finance functions. Subject to the executive review of the City Treasurer-Clerk, this employee directs the work of managerial, professional and administrative staff engaged in an expansive array of municipal finance, investment, risk management, records management and retirement activities. Work is performed with considerable independence, and is reviewed by observation, conferences, reports and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Prepares and administers department budget. Assists in the development of investment policies for both pension and operating funds, procedures and strategies. Reviews current investments to maximize returns. Directs the management of the City's bank accounts. Determines cash needs and cash flow. Develops quality and productivity improvement capabilities to improve services and effectiveness. Reviews financial statements to identify changes in cash flows to insure adequacy of cash reserves. Coordinates debt issuance and monitors debt programs to insure compliance with bond covenants and state and federal regulations. Assists in the development and review of various financial policies. Serves as an internal consultant to other City departments and agencies, assisting in the financial evaluation of projects and programs. Oversees operational activities of risk management, records management, and retirement activities. Analyzes the use of new technology to improve customer service or improve efficiency within the department. Supervises finance professionals and administrative staff in the performance of the above functions. Trains employees. Hires, transfers, lays off, recalls, promotes or disciplines employees. Conducts performance evaluations and approves or disapproves merit increases. Performs related work as required.

**Other Important Duties**

Serves in the absence of the City Treasurer-Clerk. Assists in the handling of various problems and special assignments as required. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge Skills And Abilities**

Thorough knowledge of the principles and practices of modern governmental accounting and municipal financial management. Thorough knowledge of the organization, function and financial problems of municipal government. Thorough knowledge of the internal and external controls necessary for the collection and protection of City funds. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to analyze various financial alternatives and make recommendations with highest benefit subject to acceptable level of risk. Ability to analyze statistical ratios and trends. Ability to assess municipal programs and propose policies in terms of their financial and administrative value. Ability to identify and appraise market trends in terms of their impact upon the City and its financial structure. Ability to present findings effectively in oral or written form. Ability to analyze and interpret fiscal records and to prepare a complete financial statement. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to assign and review work of employees and provide proper instructions in a manner conducive to improved performance and high morale. Possesses management style and values that are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills. Skill in the use of computers and the associated programs and applications necessary for successful job performance.

Minimum Training And Experience

Possession of a bachelor's degree in accounting, finance, or a related business area and seven years of administrative and managerial experience; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity. Certification as a Financial Analyst (CFA) may substitute for one year of the required experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

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