



## POSITION DESCRIPTION

**Position Title:** Finance Director  
**Level / Grade:** L6 / 12  
**FLSA Status:** Exempt

### GENERAL DESCRIPTION OF DUTIES

The purpose of the position is to provide the leadership in the Finance Department needed to achieve sound financial management of the City's resources and safeguard all City assets. The employee in this position performs highly professional accounting work and provides executive level administrative direction involving the planning, coordinating, and implementation of all work in the Finance Department. The employee provides financial guidance in implementing the City's long-term strategic plan. The employee is accountable for directing departmental personnel to ensure all work is performed according to generally accepted accounting principles, applicable laws, rules, regulations, established procedures, and departmental guidelines. The employee works with a high degree of independence and initiative under the executive direction of the City Manager.

### ESSENTIAL JOB FUNCTIONS

*Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.*

- Plans, organizes, and implements departmental goals and objectives; coordinates and integrates all activities toward achievement of established goals and objectives; develops and implements departmental policies and procedures.
- Reviews policies and activities for compliance with City Code and Charter, State Statutes, and all other applicable rules and regulations; coordinates with City Attorney.
- Coordinates preparation of the City's annual budget and capital improvement plan, and presents to City Commission; analyzes collection of revenues for accuracy and timeliness; conducts fiscal forecasts of all revenues; approves and controls disbursements of funds for the entire City; supervises the periodic review and comparison of actual revenues and expenditures to the budget.
- Administers all cash management, investment, debt issuance, and debt management functions.
- Administers the City's procurement function.
- Supervises, directs, and evaluates Assistant Finance Director; oversees the supervision of all Finance Department staff.

## FINANCE DIRECTOR

- Performs highly-advanced and complex accounting work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work, including interpretation of the City's financial laws and regulations; researches City fiscal issues.
- Directs, evaluates, and revises accounting activities, systems, and reporting tasks to meet management needs and local, state, and federal regulations; oversees internal and external audits by the City, State, or independent agencies.
- Supervises the preparation of monthly and annual financial statements; presents fiscal reports to City Commission; supervises and reviews general ledger entries, account and bank reconciliations, purchasing, accounts payable and receivable, and utility billing operations.
- Advises City Manager, department heads, and other officials on accounting policies, and provides information regarding finances and budgeting.
- Participates in long-term planning and rate setting processes for City utilities and other enterprise funds.
- Coordinates activities of the Budget Review Advisory Committee with City departments.
- Serves as staff liaison to the boards of directors of the General Employees & Police Pension Plan and the Volunteer Firefighters Pension Plan.
- Administers the contract of the City's parking management firm and provides oversight of the day-to-day activities of the contractor.
- Performs related work as requested.

### EDUCATION AND EXPERIENCE

#### **Minimum Qualifications**

*Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:*

Bachelor's Degree in Finance, Accounting, or related field; seven (7) years of progressively responsible supervisory experience in government accounting / government finance.

#### **Preferred Qualifications**

Master's Degree in Accounting or related field or CPA certification; ten (10) years progressively responsible supervisory experience in government accounting / government finance; five (5) years' experience within a similar local government agency; CGFO certification.

*Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*