

LAUDERDALE-BY-THE-SEA JOB DESCRIPTION

DIRECTOR OF FINANCE AND BUDGET

GENERAL DESCRIPTION OF THE CLASSIFICATION

Under the administrative direction of the Town Manager, employee (a management employee) is responsible for a variety of tasks of considerable difficulty in the administration of the Town's financial program. Supervision is exercised over subordinate professional, administrative, and clerical employees. Work is reviewed through audits, results achieved, and personal observation. Performs other work as requested.

EXAMPLES OF WORK PERFORMED

Works in close coordination with the Town Manager and all department heads in all aspects of the preparation of the Town's budget; analyzes revenues and expenditures; assists in the administration of capital projects.

Prepares annual financial statements for audit by independent auditors; prepares State of Florida annual reports pertaining to the Town's financial statements and retirement funds.

Oversees the daily investment of idle cash; oversees the investment of the Town's funds in both short term and long term instruments.

Prepares bid specifications for requests for proposals or bids in the areas relating to the finance department; approves purchase requests.

Administers the group health insurance and public liability funds.

Supervises all finance division staff, and the activities of the finance division.

Attends Commission meetings and other committee meeting as necessary, to assist in providing relevant financial information.

Performs other duties as assigned by the Town Manager.

TRAINING AND EXPERIENCE

Bachelor's degree in accounting, finance or public or business administration, or closely related field; supplemented by five (5) years of progressively responsible experience in local government financial administration involving a computer based data information system, including two (2) years at the supervisory level; or an equivalent combination of training and experience. A CPA or Master's degree may substitute for two (2) years of experience.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of principles and practices of advanced public accounting;

Knowledge of principles and practices of sound investment policies;

Knowledge of the laws, rules and regulations involving complex financial record keeping;

Knowledge of the design of financial systems and methods of implementation via computer technology;

Ability to maintain complex financial records and to analyze and prepare reports from such;

Ability to make public presentations on the financial status of the town;

Skill in working effectively with other Town staff, Commission members, and the citizens in carrying out the financial responsibilities of the office;

Skill in developing an effective computer based management information system for all Town departments.

Skill in identifying and effectively recommending new sources of revenue.

PHYSICAL, SENSORY & ENVIRONMENTAL DEMANDS

The tasks described herein are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities.

Some tasks require oral communications ability.

Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Grade 131

