



CITY OF BUNNELL

Job Title:	Director	Job Category:	Administration
Department/Group:	Finance Department	Job Code/ Req#:	
Location:		Travel Required:	As Needed
Level/Salary Range:		Position Type:	Full Time, Exempt
HR Contact:	Amy De Vries	Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	www.bunnellcity.us		
Internal posting URL:			
Applications Accepted By:			
Fax or Email:		Mail:	
BunnellHR@bunnellcity.us Fax: 386-437-7503		Human Resources Department City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>Job Purpose:</p> <p>This position reports to the City Manager.</p> <p>Under minimal supervision, is responsible for the overall financial, accounting and budgeting functions for the City, including general accounting services, treasury management, debt management, risk management, payroll, purchasing, utility billing and collection, creation of the City's Annual Financial Report, and coordination and development of operating and capital projections for City activities. Performs other professional, administrative and supervisory duties as required</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p>Duties:</p> <ul style="list-style-type: none"> • Will recommend and interview potential staff members, contract employees, and/or vendors. • Directs the preparation of financial reports and schedules, auditing functions and processes. • Directs the overall operations and procedures of the Utility Billing and collection functions. • Directs the preparation, administration and implementation of the City's annual budget. • Reviews and approves financial materials, such as: checks, pay requests, memorandums, payroll timesheets, etc. • Reviews financial data, such as: bond documents, monthly financial reports, revenue collection and expenditures and actuarial reports and funding requests. • Serves as financial advisor to the City Manager and city departments. • Administers various insurance policies and risk management functions for the City. • Administers and coordinates the activities of the purchasing functions. 			



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- Develops long-range goals and objectives for the Finance Department.
- Directs the Capital Improvement Program including analysis review, preparation of reports, meetings, etc.
- Develops financial policies and procedures of the city and prepares special reports, analysis and management studies.
- Oversees the compilation of capital and operating budgets as well as the Comprehensive Annual Financial Report.
- Supervises subordinate personnel through the chain of command, supervisory duties include instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; provides employee training and career development; acting on employee problems; allocating personnel, and recommending and approving employee transfers, promotions, discipline and discharge as appropriate; reviews and evaluates the work of subordinates; offers advice and assistance as needed.
- Prepares and monitors the department operating and capital budgets based on established procedures; monitors and controls revenues and expenditures; procures supplies and equipment within budget allocations.
- Manages treasury functions including the investment of City funds.
- Directs and develops short and long range plans, goals and objectives for financial operations; oversees the accounting, utility billing and collection, payroll, purchasing, assessments, and financial reporting functions.
- Develops strategic plans for the long-term development of the department.
- Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations; oversees preparation of periodic financial reports, which indicate the City's financial status.
- Directs the completion of various economic, business and financial analyses; determines impact of various issues on the City's operations.
- Performs a wide variety of routine administrative tasks, including but not limited to preparing reports and correspondence, attending meetings, reviewing mail and professional journals, etc.
- Interacts and communicates with various groups and individuals such as the City Manager, City department heads and employees, subordinates, City Council members, advisory committees, community leaders and organizations, news media, and the general public.
- Responds to public, governmental, managerial and interagency inquiries through written correspondence and verbal communications. Investigates and recommends appropriate response to inquiries concerning department personnel and activities.

Marginal Duties and Responsibilities:

- Provides technical support to the City Manager, Mayor, and City Commissioners including the interpretation and application of policies and procedures, developing recommendations regarding financial alternatives and interpretations of legislated changes as they affect assigned functions.
- Reviews local, state, and federal legislation to determine impact on City's financial plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.
- Other duties may be assigned.

Skills/Qualifications:

- Knowledge of governmental accounting principles.
- Knowledge of modern management principles and practices.
- Knowledge of computer systems pertaining accounting and financial management.
- Knowledge of budgeting and financial reporting systems.
- Ability to lead and motivate subordinate employees.
- Ability to communicate effectively orally and in writing.



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- Ability to analyze financial data and discern underlying management problems.
- Ability to exercise good judgment in financial management.
- Skill in making public presentations.

Educational Requirements:

- Graduation from an accredited four year college or university with a Bachelor's Degree in Accounting, Business or Financial Management or a related field
- Five (5) years professional financial management experience.
- Professional administrative experience for a municipal finance department is preferred.
- Master's degree is preferred.
- Five (5) years successful experience in governmental accounting in a responsible management position. A comparable amount of training, education or experience can be substituted for the minimum qualifications.

Professional Licenses:

- Must possess a valid Florida Driver's License
- Must be able to be bonded

Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully meet the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient manual dexterity to allow the use of a keyboard and writing.
- Sufficient visual acuity to read and comprehend departmental reports and documents.
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access, input, and retrieves information from a computer, and operates other office equipment.
- The noise level in the work environment is usually moderate.
- Works inside in an office environment with occasional offsite meetings.
- Acceptable eyesight (with or without correction)

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	