



INTERNAL/EXTERNAL POSTING

Finance Department

Position: Finance Director

The City Commission desires candidates who are visionary, innovative and team oriented in their approach, and able to employ a style that engenders mutual trust and openness with community Partners and Stake holders.

The City of Bunnell has a population of 3,056 residents with municipal utilities, large number of state and federal grants. The City provides Solid Waste services and has two enterprise funds (Water/Sewer & Solid Waste)

Under minimal supervision, is responsible for the overall financial, accounting and budgeting functions for the City, including general accounting services, treasury management, debt 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. This position reports to the City Manager.

Duties:

- 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.
- Billing, Accounting and Payroll divisions.
- 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.
- 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.
- Fiscally responsible for combination of state and local grants.
- Responsible for the financial management of two enterprise funds (Water/Sewer and Solid waste) in addition to General fund, debt service fund, internal service fund and capital project fund.

Knowledge/Skills/Abilities Required:

- Knowledge of governmental accounting principles.
- Knowledge of State Financial reporting requirements including T.R.I.M., Annual Financial Report, Local Highway Finance report, Annual Unclaimed property report, Public Depositor Annual report, Annual audit report, Florida single audit report, Florida State Retirement system, Unemployment, Grant specific reporting for CDBG, HMGP, Emergency Assistance (FEMA), SJWMD, FDLE, and other agencies as awarded.
- Knowledge of Federal Financial reporting including IRS, Annual audit report, Annual single audit, OMB, Grant specific reporting for CDBG, HMGP, Emergency Assistance (FEMA), SJWMD, DOJ, and other agencies as awarded.
- Knowledge or experience in transitioning to a programmatic budget.
- Knowledge of coordinate multiple audits required by Federal, State, Insurance, and retirement agencies.
- 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.
- 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
- Professional administrative experience for a municipal finance department is preferred.
- Master's degree and / or CPA 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

Applicants are requested to complete City Employment Application (copies available at the Bunnell City hall 201 W Moody Boulevard, Bunnell, FL or on the city website at www.bunnellcity.us). The application is to be forwarded along with personal resume' to: chancock@bunnellcity.us

Pay: \$31.69 per hour (Negotiable Depending on Experience)

Posting Start Date: April 17th, 2019

Closes: Open until filled.

Bunnell has a zero-tolerance drug policy and is an Equal Opportunity Service Provider. This position will require and is contingent on a complete background check and drug test before the hiring process is complete.