



**FINANCE DIRECTOR
JOB DESCRIPTION**

JOB TITLE: Finance Director	CLASSIFICATION: Official/Administrator	IMMEDIATE SUPERVISOR: Village Manager
PAY GRADE: 155	DEPT: 1300 Finance	STATUS: <u>FT</u> PT <u>EXEMPT</u> NON-EXEMPT BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Responsible for daily operations and administration of the accounting, purchasing, and overall budget and finances of the Village. Provides professional management and leadership in financial planning and reporting, budget development and oversight, investments, debt management and bond issuance.

SUPERVISION EXERCISED: Supervises the Assistant Finance Director, staff in the Finance Department, consultants and or third party providers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, directs and reviews the procedures, methods and results of annual budget preparation and control; prepares, submits, and presents annual budget to Village Manager and Council for approval.
- Participates in the analysis of fiscal policies; interprets data; makes recommendations, develops and implements sound fiscal and accounting policies and procedures.
- Directs the preparation of revenues, expenditures, debt, cost and other statements; monitors audits.
- Is the plan administrator for the employee pension program(s), FRS, and other financial institutions. Coordinates with State agencies and Human Resources accordingly.
- Coordinates Cafeteria 125 Program with Human Resources.
- Responsible for directing the finance department staff to research, apply and know how to adjust the budget for funding from programs such as FEMA, federal or state relief funds, financial hardship, or special circumstances where funding is made available for the Village through application or other means.
- Reviews contracts; assists with bidding processes, grants management and purchasing to ensure compliance with federal, state and local mandates and ordinances.
- Develops and coordinates the use of automation and technology through computer networks and other management information systems.
- Manages revenue collections including but not limited to emergency management services and occupational licenses; recommends ways to increase levels of revenues for services provided.
- Monitors Village financial resources; coordinates investments, debt service and bond issuance in accordance with federal, state and local mandates and ordinances; provides accurate financial data to public officials.
- Investigates complaints and requests for information; meets with employees and the general public.
- Coordinates activities with other departments; acts as a liaison with other agencies.

- Maintains and promulgates standard operating procedures in accordance with Village policies and procedures. Updates financial policies as needed to adjust to changing economic standards and any new state, federal or local ordinances.
- Provides supervision and technical assistance in department services and projects.
- Provides information and has oversight of Village compliance to the Inspector General of Palm Beach County. Ensures all departments are following proper bidding and contract compliance procedures.
- Serves on the pension boards and attends meetings. Oversight of pension board requirements and compliance. Distribution of decisions made by the board.
- During declared emergency events, has oversight of tracking of time/work/supplies and cost for submission of FEMA reimbursements post event.
- Responds to emergency calls and assigns personnel as needed. Trained in emergency management and FEMA/NIMS for assigned position.
- Conducts and reviews departmental performance evaluations.

OTHER DUTIES:

- Attends meetings and conferences, including Council meetings and other public meetings.
- Assists Village Manager with various tasks; conducts research, prepares documents.
- Works with contractors on various projects.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in public or business administration, accounting or public finance;
- At least five (5) years of experience as a Finance Director in the public sector or governmental finance management experience with oversight and direct job functions in budget creation, executive management, and accounting;
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of practices and principles of sound governmental finance, accounting and auditing. Able to understand and disseminate complex financial rules and regulations to other staff and departments.
- Thorough knowledge and ability to apply the laws and requirements related to the financial management function within a Florida municipality.
- Demonstrated municipal professional finance experience at progressively responsible levels, including project management, budget preparation and personnel supervision.
- Demonstrated ability to plan, schedule and complete multiple projects and objectives; ability to establish long and short term programs; ability to appraise market trends and terms related to municipal debt and to present findings effectively.
- Considerable analytical skills; ability to solve problems, exercise sound judgment and initiative; ability to work independently.
- Ability to establish and maintain effective working relationships with other employees, agencies, public officials and the general public.

- Ability to effectively meet with citizens and handle customer complaints.
- Ability to communicate effectively both orally and in writing; ability to make public presentations.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12-month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance. Employee must be able to drive a Village vehicle.

TOOLS & EQUIPMENT USED:

Computer, calculator, copier, scanner, cell phone, printer, telephone and other commonly used equipment related to position. Specific computer software such as Microsoft Office, Laserfiche, AS400/Naviline, budget, payroll and personnel software, and other miscellaneous programs. Extensive use of Microsoft Excel and formulas.

ENVIRONMENTAL CONDITIONS:

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.

While performing the duties of this job, the employee rarely works in outside weather conditions, but may be asked on occasion to work events or special functions outside, and is occasionally exposed to hot, wet and/or humid outside conditions, cooler outside temperatures, toxic or caustic chemicals, such as cleaning chemicals, and uneven grounds such as grassy areas. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview, background, criminal, credit and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

HISTORY:

Created: 9-9-99

Revised: 5-17-06,10-29-08,12-31-09,11-5-15,09-09-19, 02-24-23