

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 260

FINANCE DIRECTOR

GENERAL

Highly responsible administrative position directing the Finance Department. Position exists to plan, direct, and coordinate the activities relating to accounting, investments, fiscal reporting, debt management, and treasury functions including cash management. Work is performed under the general direction of the City Manager.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Plans, organizes, evaluates, and directs departmental policies, programs, financial operations, and management controls.
- Recommends, coordinates, and monitors changes with the Accounting, Treasury, and Utility Billing Divisions.
- Serves as a financial advisor to City Commission and management.
- Directs the treasury collection activity and custody of public funds.
- Oversees the investment of City funds and the payment of bond obligations.
- Provides for financing mechanisms for the City's capital needs.
- Reviews monthly and annual financial statements.
- Approves changes to internal controls.
- Provides technical assistance to the Controller and staff on fiscal and accounting issues.
- Approves new accounting policies and provides technical assistance to other departments on financial issues. Ensures compliance with all City and Regulatory laws as it relates to financial activities of the City (State, Federal, Ordinances etc.)
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work process, and work cooperatively and jointly to provide quality seamless customer service.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the laws, governmental accounting standards, and policies governing municipal finance and accounting practices and procedures.
- Knowledge of various financing options (i.e. municipal bonds, leases etc.) and available investment opportunities.
- Ability to develop, maintain and update a system of internal controls governing the City's financial operations.
- Skills using any software/applications including MS Office and especially Excel.
- Ability to formulate and install methods, procedures, forms, and records systems.
- Ability to prepare and analyze complex financial reports.

- Ability to communicate effectively both orally and in writing.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- Ability to organize, prioritize, and multitask in a stressful environment.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting or Finance. Certification as a Public Accountant (CPA) and at least five years financial experience in managing a medium to large-scale local government (municipality or county) organization. Lean Six Sigma Green Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Green Belt certification within 1 year of hire, if not already obtained.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. The noise level in this work environment is usually quiet in an inside office setting. Must be able to sit for long periods of time while using a computer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Bargaining Unit: Non- Bargaining

FLSA: Exempt

Classification: 39/50

Location: Finance Department

GERS: Regular Class