

**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 and in accordance with statutory procedures and regulations.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or 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 various service departments as follows:
Accounting, Treasury and Customer Service

Serves as 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.

Reviews monthly and annual financial statements. Approves new policies, tax returns, grant reports, and changes to internal controls. Provides technical assistance to Controller and staff on fiscal and accounting issues.

Approves new accounting policies and provides technical assistance to other departments on financial issues.

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, standards and policies governing municipal finance and accounting practices and procedures. Knowledge of municipal bonds and contracts and available investment opportunities. Ability to formulate and install methods, procedures, forms and records systems. Ability

to prepare complex financial reports. Ability to communicate effectively both orally and in writing. Ability to exercise good judgement and perform a wide range of supervisory responsibilities.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting or Finance. Certification as a Public Accountant and Five years financial experience in managing a medium to large-scale organization with a strong preference for municipal government experience.

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 items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. 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.

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