



CITY OF LONGWOOD

Job Posting

Post: Internal & External
 Posting Number 12-1
 Apply: Longwood City Hall
 175 W. Warren Ave
 Longwood, FL 32750
 407-260-3481
 Website: www.longwoodfl.org

Director of Financial Services

Full-Time

Salary:	\$70,000 minimum
Bargaining Unit:	NA
Position Status:	Exempt
License:	Must possess and be able to maintain a valid Florida Driver's License.
Education:	Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration or other related field.
Special Certification:	CPA preferred
Testing:	None
Experience Required:	Five years of progressively responsible experience in local government accounting; three years of supervisory experience; two years of local government finance experience. Certified Public Accountant preferred.
Closing Date:	Open until filled

Position Summary: Plans, supervises and directs the principal municipal accounting functions and report preparations for Finance Department operations. Reports to the City Administrator.

Notice: Preference shall be given to eligible current city employees. All vacancies are open until filled unless otherwise specified. The City of Longwood is an Equal Opportunity Employer. Women, minorities, veterans, and disabled persons are encouraged to apply. Please contact the Human Resources Department if you have any questions. The City of Longwood is a Drug and Smoke-Free Workplace.

**CITY OF LONGWOOD
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: DIRECTOR, FINANCIAL SERVICES

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise and direct the financial services department functions including municipal accounting and report preparation, purchasing, utility billing, customer service and payroll for Finance Department personnel and operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance evaluations.

Administers the following financial services functions: budgetary accounting, financial reporting, payroll, accounts payable, fixed asset accounting, cash flow/investment/pension trust fund, revenue collections, utility billing and collections, risk management, purchasing and data processing.

Prepares and publishes the Comprehensive Annual Financial Report for the City.

Assists in preparation and publishes the Annual Budget.

Prepares the preliminary budget with proposed alternatives; presents preliminary budget during budget workshops, including forecasting all revenues and capital requirements for all funds up to four years.

Prepares and reviews the monthly interim financial reports.

Monitors pension plans.

Develops and maintains department management program.

Aids in the investigation of all major claims, as well as the review of existing policies and procedures for mitigating claims and losses.

Controls, monitors, invests, and projects cash resources; assures available funds at all times, including disasters.

Analyzes and presents rate analysis for user fees pertaining to utilities, parks, recreation, etc.

Prepares a variety of Federal and State returns and reports.

Monitors all grants and assures the proper accounting of revenues and expenditures.

Writes and re-writes the ordinances and resolutions that relate to the financial sections of the City code.

Manages and maintains special assessments programs and records.

Conducts internal audit functions, reviews time cards, prepare checks, balance taxes, balances accounts receivables and payable, payroll, and sewer accounts receivable and transfers.

Prepares and presents topics that pertain to the City's finances for the City Commission, the general public, civic groups, and management.

Advises and aids in negotiations of major contracts that involve utilities, auditing, banking, solid water and recycling, collective bargaining, etc.

Develops and implements customer relations/service policies and procedures; provides advice on adjustments, as well as handles requests for adjustments by customers.

Reviews management policies and procedures; advises City Administrator of alternatives for improvement.

Prepares reports for other governments and agencies, such as census information, surveys, T.R.I.M., etc.

Reviews, updates and monitors existing internal financial controls.

Maintains assets records for General Fixed Assets, as well as Enterprise Assets that are depreciated and oversees annual inventory of capital assets.

Operates a personal computer or other equipment necessary to complete essential functions, to include the use of Microsoft Office or other system software.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting, Business Administration, Finance, Public Administration, or a related field and five years of progressively responsible experience in local government accounting, auditing and financial reporting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid State of Florida driver's license. Certified Public Accountant and/or CGFO preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtractions, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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