

**CITY OF DADE CITY
JOB DESCRIPTION**

JOB TITLE: FINANCE OFFICER

GRADE: 124

DEPARTMENT: FINANCE

FLSA: EXEMPT

DESCRIPTION OF WORK:

This position is appointed by the City Commission. It is highly responsible management and administrative work directing and coordinating the varied functions of the City's Finance Department. Serves as financial advisor to the City Commission and City management. Work is performed under the executive direction of the City Commission and shall attend all Commission meetings, unless excused.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of 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.

- Plans, evaluates, and directs the policies, programs, and operations related to the financial and budgetary activities of City government.
- Directs the collection and custody of City funds.
- Supervision of employees including utility billing and accounts receivable, unless otherwise directed by the City Commission.
- Supervises the disbursement of City funds, including the processing of payroll and accounts payable.
- Maintains the general accounting system for the City in accordance with generally accepted governmental accounting principles.
- Directs and performs investment activities and bond management programs as directed by the City Commission.
- Oversees data processing functions to maintain integrity and security of information.
- Confers with the City Manager in preparing budgets and establishing controls for budget administration.
- Confers with the City Manager and department heads regarding fiscal and accounting policies, procedures and problems.
- Maintains records for pension plans, including Social Security and federal withholding.
- Prepares and distributes financial reports.
- Assists external auditors in the preparation of the audited financial statements.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the general laws and administrative policies governing municipal finance and budgetary practices and procedures.
- Knowledge of the laws, ordinances and regulations governing financial operations of the City.
- Ability to formulate and implement standard accounting methods, procedures, forms and records.

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KNOWLEDGE, SKILLS AND ABILITIES (continued)

- Ability to prepare complex financial reports and forecast financial position.
- Ability to establish and maintain effective working relationships with other employees and the general public.

EDUCATION AND EXPERIENCE

- Bachelor’s Degree in Finance or Accounting or a related field is required.
- Ten (10) years of experience in governmental accounting in a responsible management position
- Certified Government Finance Officer status or ability to attain within three (3) years from date of hire.
- A valid Florida driver’s license is required.

SUPERVISION RECEIVED:

Work is performed with considerable independence under general supervision of the City Commission as needed. Work is reviewed annually for attainment of goals and objectives and adherence to established policies and procedures.

SUPERVISION EXERCISED:

Supervises all staff in the Finance office.

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 objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station accessing, inputting and retrieving information.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate both orally and in writing.

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

“The City of Dade City is an Equal Opportunity Employer.” In compliance with the Americans 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.

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EMPLOYEE/APPLICANT SIGNATURE REQUIRED

I _____ hereby acknowledge receipt and review of this job description with the City Commission. I understand the essential job functions associated with this position and the essential physical skills. I am also aware of the environmental conditions related to performing the essential functions. I have been advised of any required licenses for this position and will maintain them if

currently held or will obtain them within a time period specified.

(Signature)

(Date)