

JOB NOTICE

The City of Port St. Joe (pop. 3,567) is accepting applications for the following position:

Assistant Finance Director – City Hall

Beginning salary is based on qualifications and includes benefits. Governmental Experience and college degree is preferred, Accounting / Finance Background a plus.

Please submit an application to The City of Port St. Joe, Attn: Charlotte Pierce, POB 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our website cityofportstjoe.com. If you have any questions, please contact Charlotte Pierce at (850) 229-8261. This position will remain open until filled. The City of Port St. Joe is an Equal Opportunity, Affirmative Action Employer and a Drug Free Workplace.

Assistant Finance Director

JOB DESCRIPTION

Assist the Finance Director for the City of Port St. Joe and the Board of City Commissioners. Assist with planning, organizing, directing, and managing the Finance Department activities and personnel. Assist with the following functions: Board of City Commissioners and Clerk's accounting, accounts receivable, accounts payable, payroll, banking services, cash management, investment policy, fixed assets, budget preparation and administration.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES (Included, but not limited to the following:)

- Assist with reviewing, interpreting, applying, and making decisions concerning statutes, regulations, and policies and procedures.
- Assist with coordinating and preparing the annual budget for the Board of City Commissioners which includes the gathering of financial data, revenue estimates, determining cash estimates, and certifying Truth in Millage to the Department of Revenue.
- Assist with monitoring approved budgets and status of payables, prepares budget amendments and resolutions.
- Assist with preparing and providing accurate and timely reports and statements of financial data on the City's financial affairs.
- Assists with interpreting financial data and works with the Board of City Commissioners concerning financial matters, accounting policies, and budget issues.
- Assist with preparing monthly, quarterly, and annual reports for Local, State and Federal agencies.
- Assist with reviewing and approving travel expense vouchers for the City personnel.
- Assist with reviewing and approving all invoices and special project requests presented to the Board of City Commissioners for approval.
- Assist with reading, copying, and filing Board minutes as they relate to grants, bids, bonds, and special projects.
- Assist with maintaining, reconciling and monitoring City Bonds Issues, ensuring Reserves compliance.
- Assist with performing internal audit functions.
- Assist with performing all functions for the month-end, and year-end closing process.
- Assist with maintaining cash control and accounting for the various choices of investment vehicles at the City's disposal.
- Assist with analyzing bank transactions, capturing all electronic fund transfers and investment transactions and ensuring proper recording of same. Assist in handling the movement of money via book transfers, electronic transfers, and ACH transfers.
- Assist with monitoring the cash balances of all City accounts.
- Assist with examining and researching General Ledger to determine accuracy of postings. Correct errors as needed.
- Assist with determining and managing retention requirements of financial records. Schedules transfer of financial records to storage and dispositioning of financial records.
- Assist with coordinating and implementing GASB 34 issues relating to the preparation of the City's financial statements, including updating fixed asset records, and updating and assisting in the development of an infrastructure model.

- Assist with financial matters related to child support issues, which include cost reports for reimbursement, monitoring financial transactions between child support and the State Disbursement Unit.
- Assist with coordinating audits of financial records with external auditors.
- Assist with preparing schedules and documents at year-end as required for external audit.
- Serves as back-up for staff as required. Must be knowledgeable and able to perform all staffing positions in the Finance Department.
- Attend seminars or other required training scheduled to enhance job knowledge.
- Assist with training employees in skills, policies, and procedures related to the Finance Department.
- Attend all City Commission meetings.
- Assist with resolving problems and answering questions that employees are unable to solve.
- Assist with working to resolve sensitive financial issues on matters affecting the City.
- Assist with coordinating activities and information sharing within the department. Respond to complaints, difficult situations and non-routine inquiries from the public in a courteous and professional manner.
- Assist with responding to information requests and completing surveys from private, local, state and federal entities.
- Assist with performing special projects as assigned by management.
- Other related duties as assigned by management.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles and practices of governmental accounting, budgeting, and local government fiscal management, including knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) statements. Thorough working knowledge of MUNIS Operating System.
- Thorough knowledge of administrative management and internal control techniques so that accounting and control can be utilized in a manner to meet internal and external reporting requirements.
- Ability to make sound independent judgments.
- Ability to plan, organize, and supervise the work of others.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree (BA) in Business or Accounting or related field preferred.
- CPA or CGFO preferred with experience in local government finance.