



**DIRECTOR OF FINANCIAL SERVICES**

**FLSA: Exempt**

Grade 40 \$93,303.45 - \$149,285.51

**GENERAL DEFINITION**

Position provides administration, direction, and management of the City's overall planning, development, implementation, and administration of accounting, finance, budgeting, purchasing, and strategic planning with respect to the City's fiscal status and responsibility to the public. Responsibilities include planning, forecasting, analyzing and reporting the financial status of various aspects of the overall financial services functions. Areas of responsibility include, but are not limited to, revenues accounting, finance investment, internal and external auditing, annual reporting, budgeting, purchasing approval and strategic planning in accordance with established City goals, objectives and initiatives. Position ensures adherence to City Administration directives regarding financial services administration and compliance with all applicable regulatory and legislative standards governing administration of municipal public funds and purchasing administration. Position provides advisement and assistance directly to the City Manager in all aspects of the City's financial services functions.

This is a position in the non-classified service. The City Manager may, at his or her discretion, employ non-classified personnel with or without an employment contract. Work is performed independently under the general supervision of the City Manager or designee. The individual in this position makes significant decisions in accordance with City policies, procedures, law or regulatory requirements and makes major policy recommendations with organization-wide impact to the City Manager or designee.

**ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are listed in no order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

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- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Manages the preparation, analysis, implementation, and administration of the departments' annual operating budgets; ensures adherence to and compliance with established budgetary parameters.
- Works collaboratively with Senior Management in the projections and analyses of various funds, surpluses, reserves, and revenue sources.
- Conducts planning research and other special projects as requested by the City Manager's Office regarding financial services functions, information management needs, and City growth and development initiatives.
- Develops financial strategies for the City moving forward to ensure and maintain a fiscally sound and responsible status while meeting the needs of the City.
- Establishes short and long-term goals and objectives for the department in concert with the City's mission, vision, and strategic initiatives.
- Establishes policies and procedures for the efficient management of the City's financial services functions.
- Administers financial trends assessment reporting on a monthly, quarterly, and annual basis to reports to monitor the City's financial condition and status.
- Maintains current knowledge of trends and developments in the fields of public sector financial services administration for application to functions undercharge.
- Administers the City's information systems strategic planning, implementation, and management of technology infrastructure, enterprise applications, local and wide area networking, web and web services administration, and desktop support functions.
- Represents the City in meetings, conferences, and professional association forums.
- Provides for comprehensive review and evaluation of the City's management information systems infrastructure; develops short and long-term planning in accordance with established goals, objectives, and initiatives.
- Implement policies to define responsibilities, establish operating procedures, and assure program effectiveness in providing required data management and processing for user departments.

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- Organizes and coordinates technical personnel involved in the development and management of information and networking systems by means of systems analysis and design, procedures design, and computer programs.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Participates in various strategic planning and review meetings to provide information and guidance applicable to the City's information technology development goals and objectives.
- Maintains current knowledge of trends and developments in the information technology and management information systems disciplines for application to functions undercharge.

**KNOWLEDGE, SKILLS & ABILITIES**

- Comprehensive knowledge of the principles and practices applied to the organization, management, and administration of municipal accounting, finance, auditing and reporting, and administration of a multi-function department of technically diverse disciplines.
- Comprehensive knowledge of generally accepted accounting principles and funds accounting, including grants, insurance, employee benefits, budgeting, financial controls, investments, financing, and methods applied to information technology infrastructure planning, implementation, and management.
- Substantial knowledge of operations analysis, public administration, political theory, public and media relations, and purchasing theory.
- Substantial knowledge of statistical concepts and methods as applied to the analyses of accounting and finance administration.
- Substantial knowledge of the body of available and current information resources applicable to the departments' functions for technical research purposes and for special projects as may be assigned by City Administration.

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- Substantial knowledge of legislation and regulatory standards applicable to the management and administration of public accounting, investment funds, management information systems, and information technologies.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Broad knowledge of statistical methods and concepts as applied to the analysis and evaluation of accounting, finance and investment functions.
- Broad knowledge of the various technical disciplines of the industry, e.g., local and wide area networking, web administration, desktop support management, database administration, systems analysis, enterprise applications administration.
- Ability to interpret rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Ability to establish and maintain effective working relationships with employees, division and department heads, public and private sector contacts, and City Administration.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established policies, procedures and regulatory standards applicable to the work.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established policies standards applicable to the work.
- Ability to evaluate, analyze and provide recommendations regarding short and long-term goals, objectives, and initiatives regarding the City's information management infrastructure.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to evaluate and analyze systems efficiencies and performance levels, and develop strategies for improvements utilizing available resources.

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- Executive-level interpersonal, leadership, planning, and management skills.
- Ability to communicate professionally verbally, in writing, and in presentations.

**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Bachelor's degree from an accredited college or university in Accounting or Finance coupled with a Certified Public Accountant or similar level designation; supplemented by eight (8) years progressively responsible accounting and financial management experience, the majority which shall be in a supervisory or management capacity. Five (5) years must be acquired specifically in municipal accounting and finance. Responsible experience in management information systems, with broad exposure to all technical disciplines and the administrative aspects of the work, e.g., budget development and administration, human resources management, organization and delegation of responsibilities.

**PREFERRED**

Master's degree in a business-related field

**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve 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

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lightweight (up to 15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills and ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager Approval  
Civil Service Rule Sec 2-96

\_\_\_\_\_  
Date