



FINANCE DIRECTOR FINANCE DEPARTMENT

MAJOR FUNCTIONS: This is a highly responsible professional position responsible for planning, directing, and managing all financial activities of the City, including accounting, budgeting, treasury management, financial reporting, procurement oversight, internal controls, debt management, and utility billing.

The Finance Director serves as a strategic advisor to the City Manager on financial planning, fiscal policy and long-term financial sustainability.

ESSENTIAL DUTIES Develop and implement financial policies, procedures, internal controls, and operating standards to ensure accurate financial reporting, regulatory compliance, and protection of City assets.

Directs and coordinates the preparation of the City's annual operating budget and multi-year capital improvement program, including revenue forecasting, expenditure analysis, and evaluation of financial impacts related to policy decisions and operational initiatives. Oversee the preparation and maintenance of all financial records including general and subsidiary ledgers, financial statements, payroll records, billing records, and accounts payable documentation in accordance with governmental accounting standards and applicable laws. Ensures compliance with all applicable federal, state, and local financial regulations including Governmental Accounting Standards Board (GASB) requirements and grant reporting standards. Directs and oversees the preparation of the City's Annual Comprehensive Financial Report (ACFR) and coordinates all activities associated with the annual external audit, including preparation of audit schedules and responses to audit findings. Oversees the City's treasury functions including banking relationships, investment of public funds in accordance with City policy and Florida Statutes, monitoring of cash flow, and reconciliation of financial accounts. Directs the City's capital asset accounting program including inventory and reporting of all capital assets and compliance with governmental reporting requirements.

Oversee the operations of the Utility Billing division including billing accuracy, revenue collection, internal controls, and customer service standards related to utility accounts, impact fees, and other receivables. Direct and participate in the recruitment, selection, training, supervision, and performance evaluation of Finance Department personnel and promotes a culture of professionalism, accountability, and customer service. Evaluates departmental processes and financial systems and recommend improvements to increase efficiency, strengthen internal controls, and enhance transparency. Coordinates with other City departments to provide financial guidance, budget oversight, and fiscal analysis related to departmental operations and capital projects. Performs related non-essential duties as required.

KNOWLEDGE, EDUCATION, AND EXPERIENCE: Extensive knowledge of finance and accounting as it relates to governmental operations. Considerable knowledge of the laws, ordinances and regulations governing the financial management of the City. Ability to establish working relationships with elected officials, board members, City employees, other federal, state and local governmental representatives, civic groups, consultants, vendors, the media and the general public is essential.

Requires a bachelor's degree in Accounting, Finance or related field. Possess or be able to obtain a Certified Public Accountant (CPA) license. Possess and maintain certification by the Government Finance Officers Association as a Certified Government Finance Officer (CGFO).

Prefer successful candidate to possess at least seven (7) years of progressive work experience in public accounting and/or financial management administration, or an equivalent combination of training, education and experience. Must have a valid Florida Driver's License.

WORK SCHEDULE: Monday – Friday, 8:00 a.m. – 5:00 p.m. Nights and weekends, as required

HIRING RATE: \$115,351 – \$129,903

CLOSING DATE: Open until filled.

Persons interested in this position should complete a City of Auburndale application and submit it to the City Manager's Office, 1 Bobby Green Plaza, Auburndale, FL 33823, or cmo@auburndalefl.com. Applications can also be downloaded online at www.auburndalefl.com. The successful applicant will be required to pass a pre-employment physical and drug screening.

The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.