



CITY OF ST. AUGUSTINE BEACH POSITION DESCRIPTION

POSITION: Chief Financial Officer

DEPARTMENT: Finance/Administration

REPORTS TO: City Manager

EXEMPT: Yes

MAJOR FUNCTIONS:

Oversees and performs as needed accounting and bookkeeping functions; analyzes, interprets and documents City finances; develops various reports to assist the City in maintaining a clear financial picture. Develop and assemble City's annual budget. Develop, update and implement City's financial policies.

All work is performed with limited supervision.

DUTIES AND FUNCTIONS:

Record financial data; maintain cash receipts journal, expenses log(s); perform and/or review bank reconciliations for City Manager review and approval; prepare necessary journal entries.

Maintain logs, records and systems to produce needed and required financial reports

Ensure payroll is completed on a bi-weekly basis.

Ensure that all purchase orders and invoices are processed for payment are in accordance with the City's purchasing policies and procedures.

Ensure all possible revenue is being realized through auditing, reviewing and updating State of Florida databases and other available data.

Prepare and submit all quarterly, semi-annual and annual financial and payroll reports.

Prepare monthly financial statements for submission to the City Commission

Prepare annual budget to include researching projected revenues and expenditures; assist in proposing millage rate; gather information from other department heads related to their specific department's budgetary needs.

Complete and process all documents for the Truth in Millage (TRIM) process.

Prepare for the annual audit by gathering and providing all necessary information.

Perform all functions related to grant writing and administration with both general government grants and law enforcement grants.

Develop and implement systems as needed to streamline financial processes and ensure that sufficient internal controls are in place.

Develop and implement systems to ensure proper purchase, tracking and inventory of the City's fixed assets to include proper vehicle title and registration.

Oversee network operations and security, to include that all critical data is backed up and stored in an appropriate manner. Remain in compliance with all certifications related to law enforcement computer equipment in order to assist with maintenance and repair of the equipment.

Oversee and assist in the assessment and repair of computer issues, and analyze best possible result on whether conduct repairs or replace.

Develop, implement and maintain technology use policies.

Provide supervision of personnel related to the finance and technology functions of the City.

Maintain memberships in professional organizations to remain informed of evolving best practices, trends and new regulations.

Exceed all minimum continuing education requirements outlined in Florida Statutes, professional organizations and certifications.

The ability to work in a constant state of alertness and safe manner.

Other duties as assigned by the City Manager.

SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision of the Finance and Communications / Events Coordinator.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, public administration or related field with five-plus years of experience and/or training in governmental accounting. Proficiency in Generally Accepted Accounting Principles (GAAP) a must.

SKILLS AND ABILITIES:

Proficiency in a wide range of computer software related to accounting, spreadsheet, word processing and presentation applications a must. Ability to diagnose and repair small computer hardware/software issues and effectively train other personnel on the use of computer software.

Possession of a current Florida driver's license, or obtain one within 60 days after the date of hire by the City.

PHYSICAL DEMANDS

Possess the manual dexterity to operate equipment required to carry out responsibilities and assigned tasks. Ability to communicate in English clearly to the public and other employees, either in person or over the telephone.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

The City of St. Augustine Beach, Florida, 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.

EMPLOYEE SIGNATURE

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City of St. Augustine Beach.

(Print Name)

(Signature)

(Date)