



CITY OF SWEETWATER

EMPLOYMENT OPPORTUNITIES

POSTING DATE: 09/19/16

The City of Sweetwater is accepting applications for this position. For more information regarding position qualifications and the application process, please visit us at: Sweetwater City Hall 500 S.W. 109TH Ave. Sweetwater, FL 33174

Finance Director – Position # 1096 – Full Time

Applications will be considered on a first come, first served basis. Deadline for accepting applications: 10/03/2016

Overview

The Finance Director advises departments on all financial matters and directly supervises the Finance Department's staff. The position serves the City through providing guidance on innovative financial strategies and best practices in municipal finance operations through collaboration and exemplary communication skills. The City's total 2016-17 budget is approximately \$17 million.

Job Duties/Essential Functions: (not intended to be all inclusive)

- Performs and directs the operations, services, and programs of the Finance Department, which includes the following divisions and functions: accounting, accounts payable and receivable, grants, purchasing, budget, financial reporting information technology, and related management systems.
- Coordinates the annual city financial and any other compliance audits. Ensures that effective internal controls are in place and functioning to maintain compliance with applicable federal, state and local regulatory laws and standards for financial reporting.
- Consults with and advises City management and the City council on finance-related issues.
- Compiles and manages the annual operating and capital budget processes.
- Supervises, directs, manages, and evaluates assigned staff.
- Other duties as assigned.

Qualifications/Requirements

- Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, public administration or a related field is preferred. Master's degree also preferred.
- The ideal candidate will possess five years of professional, comprehensive and increasingly responsible work experience in governmental accounting, auditing and financial management, including two years in a managerial capacity.
- An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities may also be considered.