



# CITY OF SWEETWATER

---

## EMPLOYMENT OPPORTUNITIES

**POSTING DATE: 03/6/2023**

The City of Sweetwater is accepting applications for the following positions. For information on position qualifications and the application process, please visit the receptionist at: Sweetwater City Hall 500 SW 109<sup>th</sup> avenue, Sweetwater, FL 33174

**Position #1165**

**Full-time Finance Director**

---

**Applications will be considered on a first-come, first served basis. Deadline for accepting applications: Until Filled**

Under the board policy guidance of the Mayor, this position serves as a key member of the City's leadership team with direct responsibility for the effective implementation of City-wide strategic and operating initiatives. The director oversees the long-range planning functions, operations, and management of the Finance Department. Directs the implementation of systems to enhance operations, management of employees, customer satisfaction, and budget management. Must be able to think strategically and exercise considerable initiative and independent judgment.

- Directs and manages the Finance Department, including its retirement plan administration, accounting, general services, administrative and budget, procurement, and collection divisions, consistent with the City's goals and initiatives ensuring high-quality customer service, professional standards, and quality controls.
- Develops and manages the City's annual operating budget; forecasts revenues and expenses. Establishes controls for budget administration. Develops and implements long range and annual action plans to meet the needs of a growing City. Provides overall direction and strategy regarding policies, procedures, and regulations to the City.
- Oversees operation of financial activities including: payroll, tax collections, collection of license fees and revenues, disbursement of City funds and investment activities. Engages internal and external auditors as required.
- Maintains a general accounting system for the City government and units thereof. Works with department heads in developing annual department budgets.
- Develops various reports as required, including but not limited to financial projections, revenues, expenditures, and pension performance. Performs other related tasks as required.

### **Minimum Education and Experience**

Bachelor's degree with major coursework in accounting or finance from an accredited school with a minimum of eight (8) years' experience as a Finance Director or Assistant Director in local government.

Advanced degree desirable; CPA preferred.

Valid Florida Driver's License

City of Sweetwater. Human Resources 500 SW 109<sup>th</sup> Avenue Sweetwater, FL 33174

EQUAL OPPORTUNITY EMPLOYER. <http://www.cityofsweetwater.fl.gov/>