

	<h2 style="margin: 0;">CITY OF MINNEOLA</h2> <p style="margin: 0;">Mailing Address: P.O. Box 678 Minneola, FL 34755 Phone (352) 394-3598</p> <p style="margin: 0;">Physical Address: 800 North U.S. Highway 27 Minneola, FL 34715 Fax (352) 394-0051</p>		
	<p>Job Title:</p>	<p>Finance Manager</p>	<p>Pay Grade</p>
<p>General Description: The Finance Manager is responsible for directing and coordinating activities concerning areas of accounting, budgeting, debt administration, utility billing, accounts payable, and accounts receivable. Work extends to providing executive level, technical supervision to professional and clerical employees as well as participating in the formulation and execution of broad City financial policies. Directly supervises the Accountant, and Utility Billing Supervisor. Work is performed with a high degree of independence, under the general direction of the City Manager.</p>			
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Performs highly advanced accounting and finance work involving the organization and interpretation of the City’s financial records, and the managing of the City’s funds, investments, debt and financial risk management. • Performs bank related functions such as wire transfers, issuing manuals and voids, stop payments and sending ACH files. • Responsible for directing and managing the day-to day activities and operations of the Finance Department including purchasing, accounting, utility billing, budget development, and administration. • Develops and implements short and long-range plans; ensures adherence to organizational standards, policies, and procedures; and makes adjustments as needed. • Monitor revenues and spending in comparison to budget projection to budget projections on a monthly basis. Prepare reports for City Management and City Council. Work with City Manager and budgeting and Performance Measurement staff to address any project shortfall in revenue and develop strategies to maintain and strengthen the City’s financial position. • Under general policy direction, the Finance Manager plans, supervises and coordinates the City’s fiscal and accounting activities including: financial accounting and reporting; internal controls; financial and accounting data processing; payroll processing; billing and collection of locally administered taxes and fees, monitors City compliance with grant programs, financial operations and reporting requirements. • Works with departments to identify the most appropriate cost-effective financing mechanisms to meet their needs. Stays abreast of current financing topics including market conditions and innovative financing techniques being used by local governments. • Manages the external audit process; prepares journal entries for year-end close, client work papers, financial statement notes, audit information request, evaluate responses, submits comprehensive annual financial report. • Supervises department staff including selection, standards, training, assigning and evaluating work, coaching, and disciplining up to including termination of employment. 			

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- Responsible for the following functions: management of cash receipts, grant accounting, reporting impact fees, property tax records, monitoring Local Services Communication Tax, TRIM, asset acquisition, annual audit, and financial statements.
- Reviews and approves all accounts payable and payroll disbursements.
- Balance monthly bank statements.
- Attends training, seminars, and conferences; and conducts research to stay abreast of legislation and trends.
- Receives and responds to employee and public inquiries; and to concern and complaints regarding area supervision,
- Coordinate selection of independent auditor to audit the financial statement of the City.
- Performs other duties as assigned.
- This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Job Location:	Minneola City Hall	Job Role	Finance Manager
FLSA	Exempt	Department	Finance
Employment Status:	Full-Time Position	Reports to:	City Manager
Manages Others	Yes		

Skills:

- Knowledge of accounting principles and practices.
- Knowledge of federal, state and local laws, statutes and ordinances pertaining to municipal fiscal affairs and general and special fund accounting.
- Knowledge of understanding of cash management, investment, and modern banking relationships.
- Knowledge of the principles and practices of organization, management, budget development, employee relations, and personnel administration.
- Knowledge and understanding of the organization, functions, and financial challenges of City government.
- Ability to assess and evaluate situations effectively.
- Ability to comprehend, pan, and manage the departmental budget, policies, grants, and other special projects.
- Ability to identify critical issues quickly and accurately.
- Ability to follow directions both orally and written; communicate with fellow employees, supervisors and customers of the City.
- Skill in analyzing financial systems, procedures and controls in order to recommend improvements.
- Skill in the operation of modern office equipment, computers, and software, including Microsoft Office applications (word, Excel, PowerPoint, etc.).
- Must be able to work independently and as a team.

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<p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Bachelor’s degree in finance, accounting, and/or public administration from an accredited university. A Master’s degree and a public finance officer certification is preferred. • 10 years of progressively responsible relevant work experience in the local government sector • Minimum 5 years supervisory experience in professional public sector accounting including finance, payroll, budgeting and general accounting or any combination of education and experience that provides the desired knowledge, skills and other characteristics.

Physical Requirements:

Acceptable eyesight (with or without correction). Acceptable eyesight includes, but not limited to depth perception, close, distance, peripheral, color vision, and the ability to adjust focus.

Acceptable hearing (with or without hearing aid).

Acceptable dexterity in fingers and hands

Ability to access, input, and retrieve information and data from a computer

Ability to stand for brief periods of time; ability to walk short distances; ability to sit for extended periods of time

Ability to twist, reach, bend, stoop, lift, and climb stairs.

Must be able to push, pull, lift, and carry fifty (50) pounds.

Environmental Conditions:	Works mostly inside in an office environment and sits for extended periods of time. May be exposed to humidity, dust, pollen, noise, and other adverse environmental conditions	Education/ Certifications	<ul style="list-style-type: none"> • Bachelor’s degree in finance, accounting, and/or public administration. • Minimum 5 years supervisory experience in professional public sector accounting including finance, payroll, budgeting and general accounting or any combination of education and experience that provides the desired knowledge, skills and other characteristics.
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Note: This Job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. (Reasonable accommodations will be made in accordance with existing A.D.A. requirements for otherwise qualified individuals with disabilities).

Employee Signature

Date

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