



ASSISTANT FINANCE DIRECTOR

FLSA: Non-Exempt
Job Status: Full Time
Department: Administration
Salary: \$52,000 to \$62,000, depending on experience
Reports to: Town Manager

Summary/Objective:

Performs a variety of accounting and financial related functions of the town budgeting, auditing, risk management, cash management, payroll, accounts payable, benefit administration and purchasing. Also performs special events and emergency management functions. Works under the general direction of the Town Finance Director/Town Manager.

Essential Duties and Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Finance

- Prepare a variety of studies, reports and related information for decision-making purposes
- Prepare or assist in the preparation of the annual and other state or federal reports
- Prepare audit reports, reconciliations and assists the independent auditor for year-end annual financial report
- Maintain the General Fixed Asset Accounts of the town
- Responsible for Town payroll functions
- Assist with the accounts payable and receivable function for all town departments
- Assist with budget preparation and execution for all town departments
- Assist with town employee human resources, benefits and risk management activities
- Reconcile all accounts and bank statements for monthly and yearly closings
- Assist with the management of the investments of town funds, debt, and bond issues
- Oversee purchasing policies and procedures
- Prepare purchases for all town departments

Special Events

- Organize special events including logistical set-up, volunteer coordination, and promotion
- Greet patrons and participants at events, answers guest questions, and assist as needed
- Assist with event set-up and clean-up including taking down equipment such as chairs, tables, and signage
- Develop and monitor event timelines and ensure deadlines are met

- Coordinate fundraising efforts including soliciting donations, sponsorships, and prizes for events
- Develop and enhance working relationship with local organizations, non-profit groups, and businesses
- Coordinate work activities of event employees and volunteers
- Create and distribute databases, flyers, notices, letters, memoranda, and any other correspondence
- Work with other departments and vendors to coordinate special event supplies and services

Emergency Management

- Compile, prepare, submit, and manage all information required for FEMA projects
- Competency in Florida PA, Florida Grants Portal, and FEMA project worksheets
- Activates and maintains all emergency contracts and suppliers, including supplier directories
- Update and maintain Town emergency operational plan
- Provide FEMA community training and education
- Deliver time-sensitive public alerts and communications using the Town's alert system

Additional Job Functions

- Perform general/administrative tasks such as preparing correspondence, spreadsheets and reports
- Receive and respond to phone calls and written inquiries, concerns, and complaints from the public, other Town departments and agencies
- Attend mandatory meetings and/or trainings
- Performs other duties as needed and necessary

Knowledge Skills and Abilities:

Ability to provide courteous customer service and communicate clearly and concisely, both orally and in writing. Requires strong writing skills with proper spelling and grammar. Requires knowledge of office practices and procedures including filing and intricate record keeping. Requires a demonstrated ability to effectively utilize personal computer and office software such as Microsoft Word, Excel, and Outlook. Ability to establish and maintain effective working relationships with Town officials, employees and the general public. Ability to manage and prioritize routine. Ability to carry out assigned projects to their completion.

Knowledge of modern governmental accounting theory, principles, and practices. Knowledge of internal control procedures and management information systems; office automation and computerized financial applications. Knowledge of public finance and fiscal planning; payroll and accounts payable functions. Working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB. Knowledge of purchasing methods and procedures. Working knowledge of the laws and ordinances governing the purchase of goods and services. Knowledge of compensation and benefits, recruitment, selection and training of employees. Knowledge of cash management and investment of public funds. Working knowledge of insurance industry; public risk management and loss control principles and practices.

Education and Experience:

- Bachelor's Degree in finance, accounting or public administration.
- Experience in governmental finance or related field required; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

Physical/Mental Demands and Work Environment:

The physical/mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk and stand. The employee must occasionally lift and/or move up to 35 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability to sit at a desk and view a display screen for extended periods of time. Must possess the physical abilities to transport self to meetings and events. Work is generally performed inside an office environment with a moderate noise level. The employee is occasionally exposed to outside weather conditions.

Special Requirements:

- Availability during evenings, weekends, natural or man-made disasters, and emergencies.
- Serves as essential personnel during natural or man-made disasters and emergencies.
- Possession of a valid State of Florida Class "E" driver's license.

The Town of Lake Clarke Shores, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The Town values the service veterans and their family members have given to our country and supports the hiring of returning service members and military spouses. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Other duties may be required and assigned. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

This job description has been updated and approved on July 19, 2023.

The employee's signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____