

**CITY OF STUART
JOB DESCRIPTION**

Title: FINANCIAL SERVICES ASSISTANT DIRECTOR

Department: Financial Services

Job Code: 2025

Grade: S24

Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Financial Services Director, incumbent in this position assists the Director in administering, directing and coordinating all accounting, debt management, treasury management, billing and collecting of City revenues, and fiscal activities of the City. Work extends to providing technical and professional level supervision to the Department of Financial Services staff. This position supports the Director and participates in the formulation of and execution of broad City financial policies. Subject to instructions by the Director the incumbent enforces policy and legal requirements, incumbent plans and develops all financial operations. Work is performed with considerable independent judgment and is reviewed by the Director with a periodic evaluation based upon achievement of specific goals and an executive level of performance and for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Assists in the planning, organizing, and reviewing all financial procedures and methods; aid in the administration of budget preparation and control, treasury management, accounting and revenue billing and collection.
2. Confers with Director and advises staff concerning difficult work problems in the development and installation of new work procedures and policies.
3. At the instruction of the Director, analyzes City fiscal policies; interprets data; formulates the recommendations for action by the Director.
4. Aids the Director in the administration of the investment of all funds; collects, receives and maintains custody of all funds.
5. Supervises preparation of statements and reports on City financial affairs to administrative officials, and

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occasionally the City Commission and the general public; helps direct the preparation of revenue, expenditures, debt, cost and other statements; audits and inspects accounts and records for compliance.

6. Prescribes accounting forms and procedures; supervises continuous audit of units handling cash and maintaining accounting records.
8. Assists in the administration of the selection, implementation and enhancement of all financial, purchasing and personnel information systems of the City.
9. Assists outside auditors in the audit of city accounts. Prepares annual financial statements in conformity with GAAP.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's Degree in business administration, accounting or public finance, preferred designation as a Certified Government Finance Officer or Certified Government Financial Manager, supplemented by five (5) years of progressively responsible experience in municipal finance; or an equivalent combination of training and experience. Must be proficient in computerized financial processing systems.

Possession of a valid Florida Driver License is required.

B. Knowledge, Abilities and Skills:

Knowledge and understanding of the principles and practices of governmental accounting and financial reporting.

Knowledge and understanding of budgeting and municipal fiscal management.

Knowledge of all applicable Federal, State and local laws and regulations.

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Knowledge of utility billing and collection procedures.

Knowledge and understanding of modern office practices and procedures and standard office accounting equipment.

Knowledge and understanding of the organization, functions and financial challenges of City government.

Knowledge and understanding of cash management, pension, investment, and modern banking relationships.

Ability to present findings effectively in complex, oral or written reports.

Ability to establish and maintain effective and professional work relationships with other employees, City officials and the general public.

C. Physical Requirements:

Task involves frequent walking, standing, bending, stooping, kneeling, stretching, reaching; lifting, moving and carrying objects of moderate to heavy weight (50+ pounds) and standard dexterity in the use of fingers, limbs or body in the operation of equipment. Task may involve extended periods of time at a desk or keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.
Task requires sound perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Financial Services Director

Received by: _____ Date: _____
Employee