



The City of
JOB POSTING ANNOUNCEMENT

FINANCE DIRECTOR - CITY OF QUINCY
February 12, 2019

The City of Quincy, Florida has an immediate need for an experienced Finance Director with six to ten years' experience in local government. This is a highly responsible professional position that covers various phases of financial and accounting responsibilities such as: Administrative management, control, analysis and computer accounting and networking, utility billing, management of the City's enterprise fund and the Community Redevelopment Agency (CRA) funds.

This individual will be responsible for the following job assignments: Maintains a general accounting system for the City government and each of its offices, departments and agencies. Keeps separate accounts for the items of appropriation contained in the City budget. This position will provide the City Commission a statement of all receipts and disbursements in sufficient detail to show the financial conditions of the City. Has custody of all public funds belonging to or under the control of the City, or any officer, department or agency of the City government. Individual will be responsible for investing City funds in federal, state, county, school districts or municipal bonds or in such a manner as the City Commission and relevant laws shall prescribe. Incumbent will coordinate all accounting functions and assist in preparation of the City budget.

Additional experience and skills include, but are not limited to: Coordinates and/or assistance in the preparation of the City's Annual Financial Report. Incumbent will research and review state and local laws, rules, regulations, policies, procedures, and professional principles. Candidate must be proficient in the use of MS Office Programs (Word, Excel, PowerPoint); and General Ledger and Financial Accounting Software packages (e.g. Financial Management Systems, Fixed Assets).

EDUCATION QUALIFICATIONS:

Qualified candidate must have graduated from an accredited college or university with a Bachelor's degree in accounting. Certified Public Accountant (CPA) in the State of Florida is preferred. The successful candidate must have six-year municipal accounting or finance and budgeting experience. Candidate must have a minimum of five (5) to seven (7) years in public accounting, or any equivalent combination of education and experience.

We offer a competitive salary and benefit package. If this sounds like the opportunity, you have been looking for, please email your resume to: asherman@myquincy.net or mail your application / resume to: HUMAN RESOURCES, 404-West Jefferson Street, Quincy, Florida 32351 - **CLOSING DATE: UNTIL FILLED.**

We are a Drug Free Workplace & EQUAL OPPORTUNITY EMPLOYER.
CLOSING DATE: OPEN UNTIL FILLED.