



FINANCE DIRECTOR

The City of Quincy, Florida has an immediate need for an experienced Finance Director. This position is responsible for all administrative and fiscal functions associated with directing the Finance Department operations, including General Ledger Accounting, Grant Accounting, Accounts Payable and Receivable, Debt Administration, Budgeting, Payroll, Financial Systems, Purchasing and Contracting, and Customer Service. Position develops, recommends, and implements City financial policies and procedures. Under general executive direction of the City Manager, administers the central accounting system and all public funds, including the City's enterprise fund and the Community Redevelopment Agency (CRA) funds.

Essential Functions:

Plans, evaluates and directs departmental policies, programs and operations; Develops recommendations for the City Manager and Commission; Implements approved policies, programs and procedures accordingly; Directs the financial operations of the City by an established central accounting system through subordinate staff, engaged in various areas of accounting and fiscal management (i.e. treasury, budget adherence, customer service, payroll, purchasing, capital improvements, pensions, debt administration, etc.); Directs the preparation of financial statements and cost reports at regular intervals, including operating and capital outlay expenditures, revenue projects, annual budget preparation, annual financial report, and grant reports; Directs approval of disbursements for goods and services within budget appropriations; Directs annual year-end closing functions in conjunction with auditors; Directs the treasury collection activity and custody of public funds; Oversees the investment of City funds and the payment of bond obligations; Serves as financial advisor to City Commission and City Manager.

Knowledge, Skills and Abilities:

Knowledge of the laws and policies governing municipal finance and accounting practices and procedures; Knowledge of accounting practices and administrative policies; Knowledge of fiscal matters associated with governmental accounting (i.e., municipal bonds, contracts management, grant administration, investment, etc.); Ability to effectively operate and utilize modern office technologies, such as computers and standard software applications; Ability to formulate and install methods, procedures, forms, and record systems; Ability to supervise professional and clerical staff; Ability to prepare complex financial reports; Ability to maintain effective working relationships with the public and staff.

Education and Experience:

This position requires a bachelor's degree in accounting. Certified Public Accountant (CPA) in the State of Florida and/or Certified Government Finance Officer experience is preferred. The successful candidate must have a minimum of **five (5) to seven (7) years** of progressively responsible managerial experience in municipal accounting and financial management or any equivalent combination of education and experience.

Salary: Negotiable

**If this sounds like the opportunity, you have been looking for,
please submit your application and resume to:**

HUMAN RESOURCES DEPARTMENT

***humanresources@myquincy.net* OR**

404 West Jefferson Street

Quincy, Florida 32351

CLOSING DATE: OPEN UNTIL FILLED

Equal Opportunity Employer – Drug-free Workplace!