



## TOWN OF SURFSIDE

### Finance Manager

DEPARTMENT: FINANCE

EXEMPT

#### GENERAL DESCRIPTION:

Responsible specialized accounting and finance work maintaining the general ledger and other accounting functions including reviewing journal entries, bank reconciliations, reporting, payroll, and utility billing. Work is performed under supervision of the Assistant Town Manager / CFO.

#### ESSENTIAL JOB FUNCTIONS:

1. Oversees Finance department accounting, accounts payable, utility billing, and payroll staff.
2. Maintains General Ledger including review and posting of Journal Entries.
3. Monitor the Town's financial system in order to ensure that all Town personnel are following the financial management system and the methods and practices incorporated therein.
4. Primary supervision over all bank reconciliations.
5. Oversees preparation of all accounting workpapers.
6. Reviews and implements Governmental Accounting Standards Board (GASB) pronouncements.
7. Plans, coordinates, and develops preparation of the Comprehensive Annual Financial Report (CAFR).
8. Submits required information to apply for the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.
9. Submits required information to apply for GFOA Distinguish Budget Presentation Award
10. Submits required information to apply for the Public Pension Coordinating Council (PPCC) Award
11. Serves as backup for the review and issuance of purchase orders including ensuring compliance with Town Code and policies.
12. Manages risk management, treasury, and debt management programs.
13. Assists and acts as liaison to external auditor in performing audit functions.
14. Manages external reporting including fiscal year end and ensuring website is up to date.
15. Serves as back up for the review and approval of invoices for payments including budgetary and procurement compliance.
16. Gathers, organizes, and maintains any financial information that may be requested or required by the Town Manager or department heads.
17. Provide and implement a method of coding allocations of revenues and expenditures.
18. Serves as backup manager for payroll processing.
19. Assists with Risk Management (FMIT) related matters.
20. Assists with periodic audits of capital assets, non-capitalized tangible capital-type items, etc.
21. Assists with Third Party Administrator functions for pension.
22. Responsible for the preparation of Finance Manual.
23. May function in any emergency management role or capacity in the Incident Command System (ICS) to include, Logistics, Operations, and Planning.
24. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of auditing techniques and procedures.
- Knowledge of General Accepted Accounting Principles (GAAP).
- Knowledge of GASB and ability to interpret and implement.
- Considerable knowledge of the principals and practice of governmental accounting / budgeting management and analysis. Familiarity with Florida Chart of Accounts Preferred.
- Knowledge and experience in data processing and Information Technology System.
- Ability to effectively use computer equipment to retrieve, change, insert, delete, update applicable information.
- Management level interpersonal, leadership, planning, management and communications skills; ability to communicate professionally verbally, in writing, and in presentations with a customer service friendly approach.
- Ability to interpret rules, regulations, contracts, law and policies for effective decision-making.
- Skill in converting complex analysis and complex concepts into easily understood concepts and implications.
- Demonstrated statistical skills in research, compilation, and summarization of statistical data and information materials.
- Demonstrated ability to train personnel.
- Experience and familiarity with financial management systems.
- Experience in productivity analysis, and performance management; experience with strategic planning and strategic management preferred.
- Ability to work rapidly and accurately with numeric data.
- Ability to make decisions within established accounting policies and procedures.

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Accounting, Finance, Business Administration, or related field. Seven (7) years of accounting or Finance experience preferably within a municipal government.
- Knowledge of Tyler Incode Financial Management System - desirable

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGULATIONS:**

- Certified Public Account (CPA), Certified Government Finance Officer (CGFO), and/or Certified Public Finance Officer (CPFO) is highly desirable

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to access, input and retrieve information from a computer.
- Ability to communicate effectively both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)


---

Revision History: New 9/19/19, 11/02/20

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "Andrew E. Hyatt", is written over a horizontal line.