



Assistant Finance and Budget Director
EEO Class Code: First/Mid Level Officials and Managers
Union Status: Unclassified
FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Finance

Supervises: Accounts Receivable/Payroll Clerk & Accounts Payable & Purchasing Clerk, Billing Administrator

Position Reports To: Finance and Budget Director

Sworn: No

Job Specifications

NATURE OF WORK

This is a highly responsible management and complex professional administrative position assisting in the direction and control of the daily activities of the Town's Finance Department and monitoring and analyzing the Town's financial condition to provide information to analyze, guide and assist in the decision-making process of senior management.

The employee in this classification is responsible for assisting the Finance and Budget Director in overseeing the daily operation of the Department's Accounting Division which include the sections of Accounts Receivables, Payroll, Accounts Payables, Cash Management, and Business Tax Receipts Billing as well as some clerical work. Emphasis of the work is in the analysis of current operating performance and financial trends to monitor the Town's current status and direction. Other responsibilities of the position include overseeing the activities of the areas of Risk Management, Pension and Debt Management with specific responsibilities in the areas of cash and debt management.

Supervision is exercised through various levels of subordinates over a variety of technical professional, administrative, specialized, and clerical employees with assigned responsibilities in various departmental operations. General supervision is received from the Budget and Finance Director who holds the incumbent responsible for the attainment of desired objectives, the professional management of departmental operations, and for the quality of service provided to other departments and the general public.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Assistant Finance & Budget Director include but are not limited to:

- Assists the Finance and Budget Director in managing all Town accounting activities.
- Maintains all Town financial accounts and records.
- Oversees the processing of fiscal documents, check writing (for accounts payable and payroll) payment of bills, and the preparation, analysis, and publication of Town financial statements and reports.
- Responsible for compliance with I.R.S. rules and regulations concerning payroll and benefits, annual reporting, arbitrage rules and regulations relative to Bonds and other state and federal rules and regulations.
- Manages and evaluates the performance of staff in the Finance, Payroll, Purchasing, Business Tax Receipts Billing.
- Supports the Finance and Budget Director's global Town initiatives through the day to day administration of the Finance and Budget Department operations.
- Establishes internal operating policies and procedures, accounting and budgetary policies and procedures for adoption by the Town.
- Ensures the effective communication of accounting policies and procedures to staff in other Town departments and works with officials in other Town departments to ensure that accounting policies and procedures are implemented and adhered to.
- Supports the Finance and Budget Director in preparing financial reports submitted to the Town Commissioners on the administration of fiscal and management issues and projected changes in areas including implementing federal laws, workers compensation, interagency transfers and related benefits including retirement, and other organizational issues.
- Provides budgetary analysis service to Town departments. Evaluates budgetary performance of various departments. Develops guidelines for improvements in the budget development, planning and control processes.
- Collaborates with the Public Services Director regarding the Town's capital improvement plan, including financial analysis and restructuring of debt, bond issues, capital construction, self-insurance, and lease/purchase agreements.
- Attend and participate in all Commission meetings in the absence of the Finance and Budget Director.
- Utilize the accounting system to update the General Ledger, Accounts Payable, Accounts Receivable, Payroll, and Bank Reconciliations.
- Review check requests and disbursement.
- Assist the Finance and Budget Director to review investment policy to ensure the highest return to the Town on its investments and that such investments are made in accordance with the applicable statutes of the State and the ordinances of the Town.
- Provide guidance to department heads on proper procedures for department expenses.
- Supports the Finance and Budget Director in managing all procurement activities of the Town.
- Ensure that all systems being utilized are adequate for all financial activities.
- Responsible for assisting the Finance and Budget Director in state and federal compliance audits and preparation of Comprehensive Annual Financial Report. Conducts annual financial and performance audits of selected Town agencies and/or departments and other jurisdictions as may be required.

- Provides financial analysis for labor negotiations and other financial transactions.
- Attends Town events, activities, and emergencies as needed.
- Any related duties and special projects as assigned by the Finance and Budget Director or related to the Finance and Budget Department.

KNOWLEDGE, SKILLS AND ABILITIES

The Employee demonstrates considerable knowledge and is guided by the principles of personal and professional integrity; community engagement; equity and inclusion; staff effectiveness; and personal resiliency and development. The employee is also expected to lead by example and demonstrate the highest level of ethics.

The Employee is expected to:

- Perform complex economic and policy analysis
- Conduct studies utilizing statistical and spreadsheet software programs
- Research and analyze data and draw logical conclusions and make recommendations
- Establish credibility and effective working relationships with all levels of staff
- Prepare and present oral and written presentations to Town management
- Work independently on major projects providing leadership and expertise
- Conduct employee training; direct and coordinate the work of others
- Communicate effectively both verbally and in writing

The Employee should have knowledge of:

- Principles and practices of public administration and local government structure and services
- Public sector budgeting and finance principles
- Federal, State and local laws, rules and regulations affecting municipal budgeting Statistical analysis, research techniques, and financial forecasting methodology

MINIMUM REQUIREMENTS

Bachelor's Degree in Accounting, Finance, Public Administration, Political Science, Business Administration, Management, or a related field.

- A minimum of five (5) years of experience in Accounting and/or Finance, of which two (2) years of management/supervisor experience preferred.
- Three (3) years of budget experience preferably in the public sector.
- Possess a valid Florida Certified Public Accountant (CPA) license.
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- Ability to work at a computer station for an extended period.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.