

TOWN of PEMBROKE PARK

Human Resources Department

3150 SW 52nd Avenue

Pembroke Park, FL 33023

<http://www.townofpembrokepark.com>

INVITES APPLICATIONS FOR THE POSITION OF: Director of Finance and Budget

Equal Opportunity Employer, Drug-free workplace, Veterans Preference Provided

SALARY: Annually

\$72,493.21 - \$115,800.84 DOE/DOQ

OPENING DATE: Immediate

CLOSING DATE: Open until position is filled, apply at once.

GENERAL DESCRIPTION:

The Town is seeking an experienced municipal finance professional to lead the Town's Finance Department. Under general direction of the Town Manager, the Director of Finance and Budget is responsible for directing and coordinating all financial activities of the Town, which includes the responsibility for financial planning, budgeting, accounting, revenue administration, accounts receivable, accounts payable, customer service and billing, and procurement. Work in this class requires the employee to work effectively with and maintain communications with elected and appointed officials, other department directors, representatives of other governmental jurisdictions, private consultants and contractors, and subordinate personnel.

The Director is responsible for coordinating Town-wide accounting and related fiscal activities, directing the overall development and operational controls for maintenance of the central accounting system and directing the gathering, interpreting, recording and distribution of financial data. The Finance Director also monitors fiscal activities, ensures compliance with laws and requirements and ensures that town funds are correctly and effectively managed and that accounting and internal controls are maintained. The Town maintains a standard 5 day work week, Monday through Friday, 8am-5pm, excluding holidays.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The Finance Department is responsible for processing and maintaining all Town-wide financial data per Governmental Accounting Standards Board (GASB) principals and the laws of the State of Florida, producing the Town's Comprehensive Annual Financial Report (CAFR) and coordinating the preparation of the Town's annual budget. The Finance Department is the custodian of all Town cash and investments and is responsible for all collections and disbursements of same. The Department is also responsible for providing billing and customer service, ensuring compliance with government purchasing guidelines, and processing the Town's payroll, accounts payable, and fixed asset records. The Department includes 5 full time staff members. The Fiscal Year 2017-18 general operating budget is \$11.5M. Other funds include sewer \$3M, storm water \$1.9M and local commission pension fund.

TYPICAL QUALIFICATIONS:

The requirements include: A minimum of a Bachelor's degree (BA/BS) in finance, accounting, business administration or related field, a minimum of five (5) years highly responsible work experience in accounting, revenue administration, and other phases of fiscal management, and at least three (3) years of experience in a supervisory capacity relating to local government finance functions. Master degree in finance or business administration, Certified Public Finance Officer, Certified Government Finance Officer, or Certified Public Accountant preferred.

SUPPLEMENTAL INFORMATION:

Applications will be accepted until the position is filled. Please submit cover letter, resume, five professional references, and salary history information to: Human Resources Department, 3150 SW 52nd Avenue, Pembroke Park, FL 33023 by email to njoseph@townofpembrokepark.com.

Additional information may be obtained by contacting Natasha Joseph, Director of Administrative Services at (954) 966 -4600, Ext. 235, or e-mail njoseph@townofpembrokepark.com. All application materials are subject to the Florida Public Records Law.

The Town of Pembroke Park is an Equal Opportunity Employer and a Drug-Free Workplace. The Town provides Veteran's Preference in accordance with FS 295.07, 295.11. This announcement does not replace the job description. Please review the job description for full details of the position, including its requirements.