



CITY OF EUSTIS, FLORIDA

EMPLOYMENT OPPORTUNITY

DEPUTY FINANCE DIRECTOR

The City of Eustis is seeking an experienced, professional Deputy Finance Director to join its Financial Services team.

CANDIDATE PROFILE

The following characteristics are needed:

- Experience and strong skills in municipal budgeting and financial oversight;
- Strong customer service orientation;
- Ability to work effectively with department heads, city employees, outside agencies and the general public;
- Ability to exemplify and promote the City's core values of Service, Professionalism, Integrity, Results, Involvement and Teamwork (S.P.I.R.I.T.);
- Exceptional organizational skills, with the ability to manage multiple functions within the Department;
- Exceptional leadership skills, with the ability to motivate and lead a team of employees and be proactive in resolving employee issues;
- Ability to be a participatory manager and a consensus builder;
- A desire to be held accountable, as well as to hold employees accountable;
- Ability to be innovative and to look at problems from all perspectives with a willingness to explore alternative solutions;
- Demonstrate a high level of energy and enthusiasm, and a positive attitude;
- Ability to relate effectively with a diverse population within the organization and the community;
- Impeccable integrity;
- Maturity, professional stature and personable style;
- Demonstrated managerial skills including the ability to develop and administer a budget and business plan;
- Outstanding oral and written communication skills with the ability to communicate complex issues clearly and concisely;
- A flexible style, serious when necessary and a sense of humor when appropriate—approachable and friendly, not aloof;
- Willingness to share information and promote new ideas and initiatives among staff.

This individual will plan, oversee and direct the City accounting and payroll operations and services within the Finance Department. The employee has considerable responsibility for planning, implementing and directing departmental goals and objectives, formulating departmental policies and coordinating all administrative aspects of the department to ensure compliance with organizational policies and federal and state law. Employee works with a high degree of independence & initiative, and confers with department director on matters involving unusual administrative or legal problems. The employee has hiring and firing authority, subject to approval by the Finance Director.

DESCRIPTION OF THE CITY

The City of Eustis is located in Lake County, Florida, approximately 30 miles north of Orlando. Eustis is a lakefront community of over 20,000 residents with a rich history. Eustis is known for being "America's Hometown" boasting approximately 12.6 square miles, a community for families, and a destination for arts and culture – reflecting its motto of Culture, Opportunity, and Vitality. Eustis has a growing downtown, a beautiful waterfront, and quality neighborhoods. Our residents enjoy the natural resources, beauty, opportunities for an active life style, and easy movement within the City and to the region.

ESSENTIAL JOB FUNCTIONS

- Accepts management responsibility for the Accounting and Payroll Divisions within the Finance Department;
- Serves as chief accountant and controller for the City, performing difficult and complex statistical analysis and forecasting;
- Directs and participates in the development, implementation and maintenance of goals and objectives, priorities, policies, procedures and work plans; reviews and evaluates work methods and procedures for

improving organizational performance, enhancing services and meeting goals; identifies and resolves problems and/or issues; ensures that goals are achieved;

- Directs and participates in the preparation, management and coordination of the departmental budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents and justifies programs, operations and activities; monitors and approves expenditures; familiar with budgeting processes as they relate to governmental entities assisting with forecasting, statistical analyses for better estimates;
- Participates in the selection and recommendation of personnel; provides for in-service training and coordinates with educational agencies for formal training programs; identifies and resolves staff deficiencies; evaluates the work of subordinate personnel; enforces departmental rules and regulations and fulfills disciplinary procedures, as needed;
- Serves as a technical resource and advises management and employees regarding financial and budgetary matters;
- Coordinates and allocates tasks in preparation of the annual audit; prepares and publishes annual audit including the reporting to various state agencies as well as submitting the Comprehensive Annual Financial Report to the Government Finance Officers Association competing for the Certificate of Achievement of Excellence in Financial Reporting;
- Monitors and inspects all activities posted to city books, ensuring the accurate recording of revenues, expenditures, assets and liabilities of the City and monitors the annual closing of the books each year;
- Monitors and oversees the City's financial software system, ensuring upgrades are installed and recommendations for improvements are made, as needed;
- Performs posting, balancing and reconciliation;
- Assists in establishing fixed assets accounting activities;
- Collects and analyzes statistical data for departmental reports; composes and prepares detailed and complex accounting reports, as required;
- Monitors debt service for the City as well as participate in gathering information for future debt requirements;
- Prepares Monthly financial data to present to Directors and Commission;
- Monitors legislation and regulatory changes and provides management support to the Finance Director, City Manager and City Departments as needed;
- Oversees grant applications for federal, state and local funds in response to needs and availability of funding; oversees grant administration and reporting;
- Oversees the City's Property and Casualty Insurance functions and renewals;
- Serves as departmental spokesperson at various meetings and to the press and media, if required;
- Prepares & maintains an Operations Manual for the Accounting and Payroll Divisions;
- Maintains departmental and official records;
- Answers complaints and assists the general public and other city employees;
- Assumes full responsibility for all special projects, as assigned;
- Oversees Water Customer Service along with the assistance of the Finance Director;
- Serves as technical resource and advises management and employees regarding financial and budgetary matters;
- Supervision of personnel within the department and responsible for mid-year and annual evaluations;
- Performs other related projects and duties as required.

OTHER JOB FUNCTIONS

- Assists the City in the preparation for and aftermath of a major emergency such as a hurricane or other storm or disaster, as needed; plans and manages aftermath activities of such disaster, including inspection, clean up, disaster relief, etc.

REQUIREMENTS:

Knowledge, Abilities and Skills –

Thorough knowledge of accounting principles and procedures, thorough knowledge of the laws, rules, guidelines and regulations applicable to governmental accounting; knowledge of data processing and computer operations; knowledge of modern office practice and procedures.

Ability to plan & direct the work of others; significant ability to assist the public cooperatively & courteously and resolve complaints in a professional and diplomatic manner; significant ability to research, analyze and compile information for technical accounting and statistical reports; ability to make decisions in accordance with departmental policy; ability to maintain accurate records; ability to pay close attention to detail in balancing & summarizing records; ability to establish and maintain good working relationships with other city employees; ability to express oneself clearly and concisely in verbal and written form; ability to work on-call, if required, including nights, weekends and holidays; ability to remain at a city work shelter, before, during and after a hurricane or other storm or disaster, if asked

Skill in advanced accounting techniques and procedures.

Working Hours – Generally, Monday through Friday 8:00 am to 5:00 pm. However, due to the nature of this position, candidate must be willing to work on-call including nights, weekends, and holidays, if required.

Physical Demands – Primarily sedentary work: sitting for long periods of time; bending and reaching; good finger/hand dexterity and hand/eye coordination; good eyesight, hearing and speech.

Minimum Qualifications – Bachelor's Degree in Accounting, Finance or related field; supplemented by four (4) years progressively responsible governmental accounting experience, to include three (3) years of experience within a supervisory/lead capacity. Certified Government Financial Manager (CGFM) or Certified Government Finance Officer (CGFO) Certification required or willing to sit and pass exam within three (3) years of employment. CPA Certification or Master's Degree in Accounting, Finance or related field preferred. A valid Florida Driver's License with an acceptable driving record is required.

Salary Range – \$66,345.76 - \$100,074.07/yr (DOQ); EXCELLENT benefits (Note: Benefit information is posted on city website at www.eustis.org, or call Human Resources at 352-483-5472). Only applicants with the most job-related qualifications will be selected for interview and further consideration. Additional consideration may be given to applicants with more extensive education, training, or experience. Final candidates may be required to pass a drug test and are offered a conditional offer of employment contingent upon satisfactory results of a thorough background check including criminal history, credit check, & driver's license check. Please read important section below.

CLOSING DATE: OPEN UNTIL CLOSED BY THE CITY

EQUAL OPPORTUNITY EMPLOYER
Minorities/Females/Disabled
Florida Drug Free Workplace
Veterans Preference Employer

HUMAN RESOURCES DEPARTMENT
CITY OF EUSTIS
P.O. Drawer 68 (109-A E Orange Ave)
Eustis, FL 32727-0068
Phone – 352-483-5472
FAX – 352-483-0492
E-Mail – personnel@ci.eustis.fl.us

IMPORTANT: Applications must be received no later than 5:00 pm on the closing date (see above). The City may close positions that are posted with an "Open" closing date at any time, without prior notice. The City's application is required. After submitting an interest request via a career site, you should receive an email with the application link and further instructions from Human Resources. If you do not receive an email from Human Resources within one (1) business day, contact 352-483-5472 or personnel@ci.eustis.fl.us. The online application is the preferred method but printed applications are also available in person at 109-A East Orange Ave, Eustis. Office hours are 8:00 am to 5:00 pm Monday thru Friday. For assistance or more information, please visit Human Resources at www.eustis.org or call us at 352-483-5472. Under Fla. Law, all application materials are public record and subject to public scrutiny.

The City of Eustis is an Equal Opportunity Employer and does not discriminate in recruitment, examination, appointment, training, promotion, retention, or any other personnel action because of race, color, religion, sex, disability, marital status, age, national origin, citizenship, genetic information or any other factor protected by law. The City provides Veteran's Preference per FS 295.07. When a preference-eligible applicant receives notice of a hiring decision and believes that he or she was not afforded employment preference in accordance with applicable Florida law and regulation, the applicant may file a written complaint requesting an investigation to the Florida

POSTING DATE: 02/27/2020

Department of Veterans' Affairs, Division of Benefits and Assistance, 9500 Bay Pines Blvd., Room 214, St. Petersburg, Florida 33708. Such complaint shall be filed within 60 calendar days from the date that the notice is received by the preference-eligible applicant pursuant to Sections 120.569 and 120.57, F.S. ***Applicants claiming Veteran's Preference must complete a City of Eustis application identifying themselves as an eligible veteran and submit FDVA form VP-1, VP-2, or VP-3 along with documentation, as soon as possible (contact HR for forms).*** The City encourages applications from qualified individuals with disabilities and will make reasonable accommodation to the extent provided by law. If accommodation is needed for applicant testing, please inform the City, prior to the testing date.