

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Director of Finance and Administrative Services  
**DEPARTMENT:** Finance and Administrative Services  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

This is an at-will Administrative Officer position, performing director level work in the Finance and Administrative Services department. Administers and directs the daily operations of the department including accounting, budget, treasury, debt, purchasing, and utility billing. Directly involved with the development and implementation of the City's overall strategic planning process as well as business planning, project management, and performance measurement operations. Position is primarily focused on directing, coaching, developing, and evaluating other people. Position requires an extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the City's business strategies.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Directs, plans, and oversees the department activities; directs the operation of the accounting, budget, purchasing, and utility billing
- Directs budget preparation and performance management
- Supervises staff, including hiring, evaluating, assigning tasks and projects, reviewing work and assisting staff with prioritization and completion of assignments, approving leave and overtime requests, evaluating performance and recommending and issuing disciplinary actions as needed, coaching and mentoring staff, and providing opportunities for growth through work assignments and training
- Coordinates, prepares, implements, and monitors the annual City operating budget and the five-year Capital Improvement budget
- Oversees the annual independent audit and comprehensive annual financial report (CAFR) and Popular Annual Financial Report (PAFR) preparation
- Confers with subordinates on special projects or problems of departmental administration
- Evaluates programs and accomplishments through observation and special reports
- Conducts special projects assigned by City Manager

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- Reviews and invests City funds and ensures adequate cash flow and compliance with the City's investment policy and State Statutes
- Evaluates funding sources for capital improvement projects, including coordinating the issuance of debt to fund long-term capital projects
- Reviews and analyzes monthly and annual financial statements and reports
- Evaluates financial implications of City projects and programs
- Evaluates the City's short-term and long-term financial needs and ensures adequate reserves are maintained
- Serves as City's financial management expert, internal consultant, and interdepartmental and administrative resource
- Works alongside the City Manager on strategic planning and economic development initiatives
- Performs other duties as assigned and / or required

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in accounting, finance or related discipline; supplemented by ten (10) or more years' progressively responsible administrative experience in governmental accounting, financial reporting systems, and purchasing functions; an equivalent combination of education, certification, training, and/or experience may be considered.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of generally accepted accounting principles (GAAP)
- Advanced knowledge of governmental budgeting and accounting methods, principles, and practices, financial reporting, financial analysis, investment management, program administration, program evaluation, and project management
- Skill in Microsoft Office products (Word, Outlook, PowerPoint, and Excel) and integrated financial accounting systems
- Skill in providing good customer service
- Ability to develop and implement policies and procedures
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to direct, delegate, and manage effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

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**PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date