

MAJOR FUNCTION

This is a technical and professional supervisory position responsible for coordinating and supervising day-to-day operations of one or more financial services functional areas (e.g. accounts payable, accounts receivable, payroll, procurement, etc.). The incumbent plans, assigns, and evaluates the work of other professional financial services staff to ensure accurate, timely, and compliant processing of complex financial transactions for internal and external customers. This position exercises considerable independent judgement in applying City financial policies, state and federal regulations, and applicable accounting standards (GASB and GAAP). The incumbent serves as subject matter expert across financial operations, leads process improvement and system implementation efforts, and maintains strong working relationships with departmental, interdepartmental, and external stakeholders. Work is performed under general supervision of a division manager and requires the use and exercise of considerable independent judgment. Results are reviewed through conversations, observations, meetings, conferences, reports, and achievement of desired objectives.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Directly supervise other professional financial services staff, by assigning, reviewing, and evaluating work across one or more assigned functional areas, including but not limited to accounts payable, accounts receivable, payroll, and procurement support. Oversee and review the processing of complex financial transactions and documents, including but not limited to invoices, payment requests, receipts, disbursements, payroll entries, adjustments, and reconciliations, ensuring accuracy, completeness, and compliance with applicable policies and controls. Review and approve high-value or sensitive transactions, payment runs, and financial adjustments in the City's financial system of record in accordance with established authorization levels and internal control requirements. Monitor assigned financial services operations to ensure compliance with City policies and administrative procedures, applicable state and federal laws and regulations, GASB, GAAP, and audit standards. Lead or coordinate interdepartmental activities such as calendar and fiscal year-end closeout, interim financial reporting, regulatory filings, and special reconciliation projects. Establish daily work priorities, monitor workloads, and adjust staffing coverage to ensure accurate and timely processing of financial transactions and to meet operational deadlines including periodic payment runs, payroll cycles, month-end close, fiscal year-end, and audit periods. Lead or participate in the testing, upgrade, and implementation of financial system modules, forms, and process improvements; serve as a functional subject-matter expert for assigned areas. Respond to escalated inquiries from internal departments, employees, vendors, retirees, and management-level stakeholders requiring supervisory-level research or resolution. Maintain confidentiality and integrity in the handling of all sensitive financial and personnel information. Perform related duties as required.

Other Important Duties

Monitors staff development activities and coordinates assignments so that staff may attend training and developmental events. Completes special projects as assigned. Serves on ad hoc committees as needed.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of governmental accounting and financial services standards, including but not limited to accounts payable, accounts receivable, payroll, and procurement, as well as applicable GASB and GAAP standards. Thorough knowledge of applicable federal and state laws, and regulations governing municipal finance operations, including but not limited to the Florida Prompt Payment Act, IRS payroll tax requirements, public records law, and applicable procurement statutes. Ability to exercise sound independent judgment in interpreting complex policies and resolving

operational issues with minimal supervisory guidance. Ability to communicate complex financial information clearly and concisely, both orally and in writing, to diverse audiences including management, auditors, vendors, and non-financial staff. Ability to analyze, plan, organize, recommend, implement and/or change workflow procedures. Ability to work effectively with subordinates and other departmental personnel. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to analyze complex accounting reports and statements and report on them to upper management. Ability to maintain appropriate records. Ability to maintain strict confidentiality and integrity in the handling of sensitive financial and personnel information. Skill in the use of Microsoft Office Suite, particularly excel, necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, accounting, finance, human resources, or a related field, and five years of relevant experience in one or more functional financial services areas (e.g. accounts payable, accounts receivable, payroll, procurement, etc.), including at least two years in a lead or supervisor capacity; or possession of an associate's degree in public or business administration, accounting, finance, human resources, or a related field, and seven years of relevant experience in one or more functional financial services areas (e.g. accounts payable, accounts receivable, payroll, procurement, etc.), including at least two years in a lead or supervisor capacity; or an equivalent combination of training and experience.

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