

**CITY OF CORAL SPRINGS**  
**Classification Description**

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**CLASSIFICATION TITLE:** Director of Financial Services  
**FUNCTIONAL AREA:** Financial Services Department

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**WORK OBJECTIVE:**

Under executive direction, the purpose of the position is to perform highly professional accounting work and provide executive level administrative direction involving the planning, coordination and implementation of all management of Financial Services for the organization. Employees in this job classification perform in at executive level and are responsible for highly technical governmental accounting designed for the safeguarding of City assets. Position is accountable for directing departmental personnel to ensure all work is performed according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employee works with a high degree of independence and initiative, and may confer with the City Manager on matters involving unusual administrative or legal problems.

**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 class. 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.

- Plans, organizes and implements departmental goals and objectives; coordinates and integrates all activities toward achievement of established goals and objectives; develops and implements departmental policies and procedures.
- Administers financial planning process by preparing economic studies and forecasts; develops and provides background information, develops and enforces planning schedules, prepares planning narratives.
- Tracks, measures, evaluates, and forecasts financial results; identifies trends; analyzes capital needs; negotiates credit with banks, brokers, and insurance companies.
- Protects assets by establishing credit policies; develops credit procedures; provides insurance coverage; establishes, audits, and enforces internal controls; arranges for and participates in external audits.
- Obtains revenue and pay obligations by establishing accounts receivable and payable systems.
- Maintains office services by studying requirements; initiates, approves, coordinates, and enforces policies and procedures, programs, and expenditures to guide and control financial actions.
- Contributes to the organization's effectiveness by offering information and opinions as a member of senior management; integrates objectives with other functions; accomplishes related results as required; maintains a safe, clean, and legal work environment.
- Complies with regulatory requirements by approving and filing statements and reports; files returns; remits payments.

## **Director of Financial Management**

- Plans, develops and administers all departmental policies and procedures of all administrative aspects of the departments.
- Supervises, directs and evaluates management and professional level staff.
- Performs complex accounting work according to generally accepted GASB accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work; prepares annual budget; directs and oversees audits by governmental agencies, state or independent agencies; approves and controls disbursements of funds for the entire City.
- Directs, evaluates and revises accounting/payroll activities, systems and reporting tasks to meet management needs, and local, state and federal regulations.
- Performs highly advanced accounting and finance work involving the organization and interpretation of the city's financial records, and the managing of City funds, investments, debt and risk management.
- Researches City finances, and directs and oversees fiscal budget preparation for the entire city; administers reporting and validation tasks of budget preparation, control and results.
- Advises City Manager, department heads and other officials on accounting policies, and provides information regarding finances, budgeting or expenditure allowances.
- Coordinates preparation and drafting of the annual financial statements.

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

Bachelor's Degree from an accredited college or university in Finance, Accounting or other related field; CPA Certification or Master's Degree in Accounting, Finance or related field preferred; supplemented by five (5) to seven (7) years progressively responsible supervisory/management experience in finance or accounting, to include two (2) years experience within a similar government agency.

#### **Knowledge, Skills, & Abilities –**

Extensive knowledge of the principles and practices of modern governmental accounting and municipal financial management.

Extensive knowledge of the organization and government finance including knowledge of inventory control procedures.

Ability to understand, follow and direct written and oral instructions.

Ability to direct ideas clearly and concisely, both orally and in writing.

Ability to read, update, analyze and maintain various records and files.

Ability to access, operate and maintain various software applications.

## **Director of Financial Management**

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relations with departmental personnel and City executive staff.

Skill in the principles and practices of governmental accounting/budgeting management and analysis.

Skill in performing and analyzing routine to highly complex accounting work and financial analysis; ability to recognize and report deviations through audit programs.

Skill in performing routine to highly complex mathematical computations and tabulations accurately and efficiently.

### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

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