



TOWN OF HIGHLAND BEACH
FINANCE DIRECTOR

The Town of Highland Beach is recruiting for a Finance Director to join the Town Manager's Leadership Team. The Town is seeking a motivated and qualified professional who is a dedicated team player, detail oriented and has well-developed problem-solving abilities. The ideal candidate must be an excellent communicator, engaging, emotionally intelligent and exhibit the ability to collaborate with tact and diplomacy with internal and external stakeholders.

The Finance Director reports to the Town Manager and is responsible for planning, directing, managing, and overseeing the activities and operations of the Finance Department; coordinates; responsible for performing a variety of complex supervisory, professional, administrative and technical finance/accounting functions including budget preparation, allocating cash reserves to investment managers, purchasing/procurement activities, and utility billing; and provides highly responsible and complex financial analysis and managerial support to the Town Manager.

Qualifications: Bachelor's degree from an accredited college or university in Accounting, Finance, Business or Financial Management or related discipline in municipal finance administration. Master's degree from an accredited college or university in a similar field is strongly preferred.

Experience: Five years of increasingly responsible experience in governmental budgeting, accounting, fiscal management, financial analysis or combination, thereof. Preferred Certified Public Accountant (CPA) and/or designation as CGFP and/or CPFO desired. Florida experience is a plus.

Compensation: The current salary range for this position is \$81,935.00 – \$131,094.00 with the starting pay selected being commensurate with the experience and qualifications. A comprehensive benefits package includes health, dental and vision insurance, Defined Benefit Retirement Plan (FRS), Paid Time Off, as well as life insurance and short-term and long-term disability.

Those interested should email a copy of their resume, five professional references and a completed Town Employment Application to:

Ms. Terisha Cuebas, Assistant to the Town Manager
Town of Highland Beach
3614 S. Ocean Boulevard Highland Beach, FL 33487
Email: tcuebas@highlandbeach.us
Phone: 561-278-4548

Deadline: Open until filled.



TOWN OF HIGHLAND BEACH

Finance Director

Department: Finance	Status: Full-Time (40 hrs./wk)
Department Code: 001-513.000	Classification: Exempt
Immediate Supervisor: Town Manager	Pay Grade: 35
Directly Supervises: Senior Accountant (FT) and Fiscal Services Manager (FT)	Salary Range: Hourly: \$39.39 – \$63.03 Annually: \$81,935.00 – \$131,094.00

Position Summary:

This is an Administrative Officer position reporting directly to the Town Manager, performing director level work in, and leading, the Finance Department. Responsible for performing a variety of complex supervisory, professional, administrative and technical finance/accounting functions including budget preparation, allocating cash reserves to investment managers, purchasing/procurement activities, and utility billing. Administers the Risk Management and Insurance programs.

Essential Duties and Responsibilities:

Overall

- Directs the financial administration of the Town, including maintaining a general accounting system in conformance with generally accepted governmental accounting practices.
- Review and recommend benefit plans including healthcare.
- Participate in union negotiations and project out costs of compensation and benefits.
- Supervises the collection of all monies, including tax, license fees, utility payments, and general revenues.
- Supervises the disbursement of Town funds.
- Directs cash management, directs and performs investment activities.
- Manages debt, i.e. debt service reserves and requirements.
- Confers with the town manager and department heads regarding fiscal and accounting policies, procedures and problems.

Administration

- Supervises all Finance Department staff in the following areas: general ledger maintenance and updating, cash receipts and revenues, cash disbursements, payroll, insurance, investment of Town funds, and fixed asset maintenance and updating.
- Reviews and approves all accounts payable items.
- Reviews and approves all purchase orders and requisitions.

- Verifies availability of funds in the budget.
- Verifies that account codes are properly classified.

Administration (continued)

- Oversees risk management through the administration of liability, property and casualty insurance.
- Supervises and manages the activities of Post Office personnel and operations.
- Represents the Finance Department at all department head level meetings.
- Performs annual employee performance evaluations for Finance and Postal Department personnel.

Budget

- Prepares draft of annual operating budget and establishes controls for budget administration.
- Prepares the following draft budgets:
 - General Fund revenues
 - Enterprise Fund revenues
 - Town Commission expenditures
 - Finance Department expenditures
 - Debt service expenditures
 - General Government expenditures
- Prepares and coordinates the annual budget calendar with the Town Manager.
- Prepares and distributes budget packages to other Town departments and divisions.
- Reviews all forms submitted by preparing departments for compliance with established budget procedures.
- Participates in meetings with the town manager, department heads, and the Town Commission to facilitate changes and revisions until the final adoption of the budget is complete.
- Presents the proposed budget to the Town Commission.
- Compiles adopted budget documents and distributes the same.
- Reviews all budget transfer requests to the town manager, and processes transfers once all required approvals have been obtained.
- Monitors fiscal activity to ensure compliance with budget directives and limitations.

Financial Reports

- Works with external auditors to prepare Town's Annual Financial Audit Report in accordance with Generally Accepted Accounting Principles.
- Prepares lead schedules and various work papers as required.
- Assists external auditors by providing information necessary to perform the annual audit.
- Prepares annual state report for submission to state officials.
- Provides the town manager and Town Commission with a monthly report regarding the

Town's financial condition at month's end.

- Provides department heads with a monthly report regarding departmental expended funds, encumbered funds and fund availability.

Miscellaneous

- Approves all changes to payroll master maintenance file.
- Perform financial analysis to determine costs and feasibility for capital improvements approved by town commission.
- Coordinates employee benefits program, including addressing employee questions regarding insurance benefits, retirement and personnel matters.
- Meets with the public and department heads on matters of a financial or accounting nature.
- Attends Town Commission meetings.
- Reviews and approves all monthly bank reconciliations.
- Coordinates special projects.
- All duties as assigned by the Town Manager.

Minimum Qualifications:

Education and Experience

Graduation from an accredited four (4) year college or university with a Bachelor's degree in Accounting, Finance, Business or Financial Management or related discipline in municipal finance administration, and five (5) years' experience in governmental budgeting and fiscal management or combination thereof. Preferred Certified Public Accountant (CPA) and/or designation as CGFP, CPFO. Master's degree and Florida experience desired. (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

Knowledge, Skills and Abilities Requirements

- Knowledge of the laws and policies governing municipal finance.
- Knowledge of modern accounting practices, including ability to formulate and install accounting methods, procedures, forms and records.
- Knowledge of the laws, ordinances and regulations governing financial operations of the Town.
- Ability to establish and maintain effective working relationships with department heads, government officials and the general public.

Physical Demands/Environmental Conditions:

The work environment and physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, tasks require the ability to exert moderate, though not

constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.

The employee must occasionally lift, carry, push, pull and/or move up to 30-50 pounds. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth and visual cues or signals.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is moderate.

Selection Guidelines:

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Town of Highland Beach is a Drug Free Workplace and an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Job History:

Created: 08-24-2010

Revised: 05-17-2016

Revised: 07-20-2018

Revised: 05-14-2020

Distributed: 07-02-2020

Revised: 10-01-2021