



# CITY OF AVON PARK

*Highlands County, Florida*

## **JOB TITLE:**

# **FINANCE MANAGER**

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**EXEMPT: YES**

**DIVISION: FINANCE**

**SALARY: \$60,000 - \$67,000 DOE**

**DEPARTMENT: FINANCE**

**SHIFT: DAYS**

**COST CENTER: 001-201-513.12-00**

**LOCATION: CITY HALL**

**POSITION: FINANCE MANAGER**

**REPORTS TO: FINANCE DIRECTOR**

**PREPARED BY: HUMAN RESOURCES    DATE: 10/02/2023**

**APPROVED BY: CITY MANAGER        DATE: 10/02/2023**

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## **NATURE OF WORK:**

Under the general supervision of the Finance Director, the Finance Manager assists the Finance Director by managing and directing the Finance operations for the city.

This position has supervisory responsibilities.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Essential duties may include, but are not limited to, the following:

- Directs and manages the finance specialists.
- Assists the Finance Director with managing, supervising, and coordinating the activities and operation of the City's financial activities.
- Reviews all accounting functions in the Government Accounting System: accounts payable, accounts receivable, payroll, cash receipts, business tax, community development, fixed assets, investment, and debt.
- Reviews interim reports, performs reconciliations, prepares, and processes month-end reports, journal entries, and works with auditors.
- Participates in the development and administration of the City's annual operating budget and Capital Improvement Plan.
- Conducts financial research and analysis and coordinates activities relating to the City's budget process, including managing, and coordinating all aspects of the budget process.
- Administer and monitor approved budget allocations, revenues, and expenditures; prepare periodic reports, and recommend budget adjustments, as necessary.
- Review and analyze departmental budget requests and make recommendations for approval or modification.
- Assists the Finance Director in the preparation of the City's Annual Operations & Maintenance and Capital Improvement Plan budget documents.
- Perform financial analysis and research, prepare reports, and make recommendations based on findings.

- Assist with the preparation of staff reports and resolutions for presentation to City Council
- Assist with analyzing and projecting the City's cash flow needs and assist with determining strategies to maintain sufficient bank funds to assure City payment of expenditures while maximizing interest earnings.
- Coordinate and oversee the City's daily banking activities, including the receipt and recording of payments, and the allocation of charges throughout the city.
- Assist with identifying discrepancies, reconciliation and preparing adjustments on financial reports and documents.
- Assist in the development, implementation, and monitoring of internal control processes and procedures.
- Performs other related duties as directed by the Finance Director.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Government Accounting Standards Board (GASB) requirements and Generally Accepted Auditing Principles (GAAP) related to municipal finance administration and development.
- Proficient in the use of word processing, spreadsheet, database, and presentation software.
- Ability to communicate effectively both orally and in writing.
- Knowledge and experience in working within the guidelines of the State's Sunshine laws.
- Ability to analyze, interpret and quickly act upon data related to the City's finances.
- Ability to evaluate complex financial and operational management issues and develop solutions.
- Ability to prepare clear and comprehensive fiscal, financial, and budget analysis and reports.
- Ability to establish and maintain effective working relationships.
- Ability to interact effectively with various levels of constituents including elected officials, citizens, business interest, other government officials and staff on a variety of topics.

**EDUCATION and EXPERIENCE:**

- Requires an associate degree from a regionally accredited college or university with major course work in accounting or finance; with a minimum of four (4) years of progressively responsible and professional governmental accounting experience, including supervisory experience.
- Bachelor's degree in accounting or finance or a closely related major may be substituted for two (2) years of experience.

**PHYSICAL DEMANDS:**

- Works primarily in an indoor office environment and travels outside of the office to attend meetings.
- Works at a desk for extended periods of time, with the ability to move about at will.
- When preparing reports, the Finance Manager makes repetitive arm/hand movements to enter data and information into a computer using a keyboard; the incumbent makes similar movements when making computations using a calculator.

**SPECIAL REQUIREMENT:**

This position is a Disaster essential position and will be required to report for work when a declaration of emergency has been declared in Highlands County.

Employment Applications for the City of Avon Park must be filled out in entirety.

Applications are located at:  
<https://www.avonpark.city/jobs>

The City of Avon Park is an Equal Opportunity Employer.  
All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, ethnicity, disability, genetic information, marital status, or status as a protected veteran.

Preference will be given to preference-eligible veterans in accordance with applicable law.