



**CITY OF**  
**STAUGUSTINE.**  
**EST. 1565**  
**PERSONNEL**  
**MANUAL**

3.	Job Description
3.	General Employees
3.2.180	Deputy Director, Finance

Job Position            Deputy Director, Finance

Department            Finance

Division                Administration

Job Description

Management level position reporting to the Director involving personnel management, independent judgment and decision-making over financial, municipal and administrative operations with the ability to interface with all levels of City employees as well as the general public. The Deputy Director is responsible for the efficient and effective management, operation, coordination, direction and evaluation of the Finance Department which includes the Accounting and Customer Service Divisions. Assists the Director and acts as the Director in his/her absence.

Job Responsibilities

Directs all Finance personnel and operations including annual evaluations. Supervises staff and takes corrective action as necessary. Prioritizes, organizes and delegates appropriate tasks to accounting personnel and the Customer Service Supervisor.

Administers and maintains the City's financial management system (MUNIS) providing direction and training to users as required. MUNIS includes Financial Management, HR/Payroll, Fixed Asset, Utility Billing, General Billing and Business License modules. Program administrator for the City's Sales Tax, Electronic Funds Transfer and Banking Software.

Consults with the independent auditor and prepares for the fiscal year-end audit. When completed, prepares the fiscal year-end Comprehensive Annual Financial Report (CAFR) with the Director.

Develops the annual budget for the Department and reviews its status on a monthly basis. Assists the Director with the annual budget process for the City.

Administers and maintains all grant, bond, capital project and Reserve account projects.

Administers the payroll system including deposits, reports, checks and tax returns.

<b>ISSUE DATE</b> 08/01/2003 <b>REVISION DATE</b> 04/29/2020	<b>APPROVED BY</b>  <div style="text-align: right;">John P. Regan, City Manager</div>	<b>PAGE</b>  1	<b>PAGES</b>  3
---	---	----------------------	-----------------------

Job Responsibilities (continued)

Oversees the Customer Service Division including reconciling all utility accounts to the general ledger monthly including assessments and applications and the receipt of money for occupational licenses. May confer with customers regarding delinquent bills and other complaint situations, which are unable to be resolved at the division level.

Communicates official plans, policies and procedures to staff and the general public. Instructs and advises department heads and others on accounting problems and procedures.

Prepares financial presentations for the City Commission, supervisors, boards and the general public as requested.

Performs internal audit functions to ensure the assets of the City are safeguarded through effective internal controls.

Responsible for investigating complaints involving the divisions.

Performs other duties as required by the Director.

Education, Training and Experience

Graduation from an accredited college with a four-year degree in accounting, Masters' degree preferred. CPA designation or ability to obtain within two years of hire. An equivalent combination of experience and training which provides the required knowledge, skills and abilities may be considered. Accounting experience preferably in a municipal environment or an equivalent combination of related graduate-level education and experience. Thorough knowledge of professional accounting practices, modern office procedures and practices and proficiency with all major computerized business applications. Ability to prepare clear and accurate reports; establish and maintain effective working relationships with employees, supervisors and the general public. Strong written and oral communications skills.

Driver's License Requirement: Valid Florida Driver's License Classification E .

PAGE	PAGES
2	3

Physical Demands

The physical demands representative of those that must be met to successfully perform the essential functions of this job. The position is mostly sedentary, but the employee is frequently required to stand and walk and occasionally stoop and kneel. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee is regularly required to communicate and exchange information courteously, effectively, and promptly with the public and City staff.

PAGE	PAGES
3	3