

**CITY OF HAINES CITY**  
**JOB DESCRIPTION**

**DEPARTMENT: FINANCE**  
**REPORTS TO: FINANCE DIRECTOR**

**ASSISTANT FINANCE DIRECTOR**

**GENERAL DESCRIPTION:**

Performs skilled professional work assisting in the planning, maintaining, coordinating and analyzing the budget, financial and accounting functions of the City.

**ESSENTIAL FUNCTIONS:**

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Helps prepare, monitor, analyze, and control the annual budget, computerized financial information systems and other financial records for the department. Complies with State and Federal fiscal reporting requirements.

Helps develop, review, modify, and administer financial programs, accounting systems and financial internal control systems. Provides accounting and financial expertise and professional assistance on complex accounting problems, future programs and financial implications involved in policy decisions and strategic planning.

Projects, monitors and analyzes revenue streams to ensure that adequate funding is available for current and future expenditures and debt service requirements. Examines and verifies operating revenues and capital expenditures.

Helps develop and maintain rate structures used for department charges and fees; evaluates adequacy of current rate structures.

Prepares, analyzes and interprets financial reports, statistical statements, summaries and special reports from accounting or financial data. Prepares and analyzes records on cost utilization.

Coordinates accounting activities and supervises the work of subordinate staff to ensure the timely and accurate collection of accounts receivable; accounts payable; payroll; billing of deposits; connection and/or usage fees; and reporting of financial transactions. Ensures work schedules/projects proceed on schedule. Resolves complicated customer related problems.

Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of standard accounting principles, practices, theories and procedures. Thorough knowledge of professional financial accounting functions; such as, bond issues, revenue projection, complex and strategic planning, and the development of financial internal control systems. Thorough knowledge of the laws, rules and regulations controlling budgetary record keeping for City Government. Thorough knowledge of computer software applications used in maintaining and analyzing fiscal data. Good knowledge of the legal, administrative and

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procedural regulations applicable to the area of assignment. Ability to apply accounting principles and practices to the maintenance and analysis of fiscal and accounting records of a highly complex nature. Ability to analyze complex financial problems and implement methods of correction. Ability to establish and maintain documentation, appropriate files and financial records. Ability to apply statistical methods to data. Ability to prepare and present graphic and/or written reports. Ability to prepare complete financial reports of considerable complexity. Ability to communicate effectively. Ability to establish and maintain effective working relationships. Ability to direct and supervise the work of others. Must be physically capable to perform essential functions as required.

**TRAINING AND EXPERIENCE:**

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance or a closely related field PLUS five (5) years of professional accounting experience including three (3) years in a supervisory capacity.

Revised December 2006