



## Town of Howey-in-the-Hills Job Description

**Title:** Finance Supervisor  
**Department:** Town Hall  
**Type:** Full-time / Exempt  
**Reports to:** Town Administrator  
**Compensation:** \$65,000-\$75,000-DOQ

### General Description:

This is a full-time position reporting to the Town Administrator. Responsible for ensuring compliance with all applicable policies, procedures, rules and regulations and laws. Oversees daily supervision of Finance Department and Utility Billing Services Accounting.

### Primary Responsibilities:

Responsible for coordinating the accounting and fiscal operation of the Town, including Accounting and Budgeting, Payroll, Accounts Payable, Purchasing, Capital Assets/Property Accounting and Utility Billing functions. Responsible for administration of municipal debt, including the preparation of necessary financial and statistical data. Responsible for preparation and filing of all financial aspects for funds received under Grant proposals.

Prepares and presents monthly performance statistics and reports. Compiles data, reviews and prepares audit schedules for external audit; responds to inquiries from external auditors. Directs preparation of the Town's Comprehensive Annual Financial Report. Prepares reports required by regulatory agencies. Plans, directs, and participates in the analysis and preparation of various financial statements, accounts, fiscal reports, and special reports relating to the progress or problems of assigned area of responsibility; analyzes receivables and disbursements; reviews exception reports for invoices on hold and resolves discrepancies.

Responsible for Cash Management Systems, Policies, Investments. Responds to and resolves inquiries and problems for Town staff, banks, and the public; resolves complaints in an efficient and timely manner. Reviews all outstanding accounts receivables in support of placing liens on tax rolls with Lake County. Determines and authorizes fee and penalty adjustments to customer accounts in accordance with established guidelines and policies. Ensures that the automated and manual logs, records, and files maintained by staff are complete, accurate and in accordance with established procedure. Prepares, reviews, updates, and monitors, as necessary, a variety of annual fees and fee schedules; prepares annual schedule of billing dates and penalty deadlines. Monitors and maintains appropriate resources to ensure efficient and effective operations.

Attends and participates in professional group meetings. Stays abreast of new trends, programs, and innovations in addition to federal, state, local laws, codes, and regulations.



### **Minimum Qualifications:**

- This position requires a broad knowledge of municipal financial activities.
- Bachelor's degree in finance, accounting or business administration supplemented by three years of progressively responsible experience in accounting, budget and management, municipal governmental experience is required.
- Proficiency with Microsoft applications including Windows, Word, Excel, and PowerPoint is required.
- Must have a valid Florida Driver's License

### **Required knowledge, skills and abilities include:**

- Ability to read variety of regulations, laws codes, policies and procedures, budget documents, account standard, trade publication, etc.
- Ability to prepare complex financial reports and analyses, budget documents, performance appraisals, correspondence, etc., with proper format, punctuation, spelling, and grammar, using all part of speech.
- Familiarity with Black Mountain software application is desired.
- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; to deal with several abstract and concrete variables.
- Ability to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.
- Able to perform under stress when confronted with emergency situations or tight deadlines. May be subject to tension as a regular consistent part of the job.
- Ability to communicate effectively and efficiently in a variety of technical and/or professional languages including accounting, budgeting.

### **Physical Requirements:**

- Must be able to sit for extended periods of time and enter data on a personal computer or terminal. Work requires reaching, standing, fingering, grasping, and repetitive motions.
- Occasional bending, stooping, and lifting up to 25 pounds. Will be required to file, and/or retrieve files, and transport material, and/or equipment, to off-site storage facility.
- Must be able to operate a variety of office equipment including a computer, telephone, copier, etc.
- Tasks require visual perception and discrimination. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Ability to communicate verbally in person and on the telephone

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein.*

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment. The Town

