**CITY OF MADEIRA BEACH JOB OPPORTUNITY**

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| Job Title: | Finance Director | | |
| Department: | Finance | **Supervisor:** | City Manager |
| Location: | City Hall located at 300 Municipal Drive, Madeira Beach, FL 33708 | | |
| Pay Plan Range: | $82,000 – $99,840 | **Position Type:** | Full-Time |
| Contact: | Vincent Tenaglia | **Closing Date:** | Open until filled |
| Submit Cover Letter and Resume via E-mail or Mail: | | | |
| E-mail: humanresources@madeirabeachfl.gov  **Subject Line**: Finance Director  Attention: Human Resources – Recruiting | | Mail: City of Madeira Beach  300 Municipal Drive  Madeira Beach, FL 33708 | |
| Job Description: | | | |
| The Finance Director serves as the City’s Chief Financial Officer and is a key member of the City Manager’s executive team. The ideal candidate will have the background, skills, experience, and attitude necessary to work independently while meeting all applicable City, State, and GFOA deadlines and guidelines relating to the successful administration of the City’s financial operation. Key projects will include: development and management of the City’s annual budget and capital improvement program; monthly financial reporting; coordination of the annual audit process; and completion of the comprehensive annual financial report. The successful candidate will be expected to manage, oversee, or direct all facets of the City’s financial operation, including but not limited to:   * Governmental accounting, auditing, and financial reporting * Treasury and investment management * Debt management * Operating and capital budgeting * Retirement and benefits administration, payroll, risk management, and procurement   QUALIFICATIONS AND EDUCATION REQUIREMENTS:   * Sufficient work and supervisory experience to demonstrate proficiency with respect to all anticipated job requirements * Required: Undergraduate degree in finance, accounting, public administration, business administration or related field * Expected: Master’s degree in finance, accounting, public administration, business administration or related field * Highly preferred: CPA, CPFO, or CGFO | | | |