



Town of Howey-in-the-Hills Job Description

Title: Finance Supervisor
Department: Town Hall
Type: Full-time / Exempt
Reports to: Town Clerk
Compensation: \$55,000-\$75,000-DOQ

General Description:

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

Job Summary:

Under the administrative direction of the Town Clerk, responsible for providing support to the Town Manager by utilizing accounting, tax, and analytical skills and for assisting in account reconciliation, problem resolution and streamlining of tasks. This position requires the use of advanced, independent judgment and discretion in the performance of work duties.

Responsible for establishing written procedures for reconciliations and related accounting tasks; performing monthly and annual bank statement reconciliations (or for reviewing reconciliations for completeness); preparation of bi-weekly payroll and associated reports as required (or for the review of payroll reports for accuracy and completeness); and, for the compilation and analysis of financial information for the preparation of journal entries. Responsible for the preparation of regulatory reports as required by County, State, and Federal Agencies, and for the preparation of financial reports of all types, including the reports required in periodic and special audits of the Town's financial administration. Performs other accounting and administrative functions for the Town Clerk as assigned.

Essential Job Functions (examples, not all-inclusive):

- Supports senior managers to prepare and administer both strategic and operating finance and accounting plans. Items included are capital improvement programs, annual budgets, budget administration, debt management, and other complex finance and accounting assignments;
- Maintains financial records both technical and fiscal analyses and accounting in a multi-fund/multi-account environment for current and future budget, operations, investments, bonds, fixed assets, grants, and debt;
- Plans and audits transactions related to asset, liability, equity, revenue, and expenditure accounts for compliance with accounting policies, planning, and contractual requirements;
- Conducts analyses of entries, transactions, and accounts having impact on the financial statements for accuracy and tracks the appropriate accrual or adjusting entries;
- Authorizes and makes recommendations or requests for transfers of funds;
- Recommends, requests, and implements changes to existing financial systems for financial statement preparation as may be required by federal, state, County, or department regulations;



- Reviews and monitors budgets, expenditures, and contracts to assure conformity with Federal, State, and County laws and regulations, Town and departmental procedures and practices, and for economic feasibility;
- Prepares periodic financial reports and other special reports required for Federal, State, and internal purposes;
- Works with external auditors, internal auditors, professionals, and experts during the audit process and serves as a professional team member in producing the organization's comprehensive finance, accounting, budget, capital, and operating budgets, forecasts, and reports;
- Assists in updating and developing policies and procedures to ensure the adequacy of accounting controls to permit preparation of financial budgets and accounting statements in accordance with generally accepted accounting principles;
- Researches and conducts studies to make recommendations to management;
- Provides grant support, including related forms and processing;
- Performs other related job duties as assigned.

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 and interpret a 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 parts of speech.
- 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.
- Ability to communicate effectively and efficiently in a variety of technical and/or professional languages including accounting and budgeting.
- Ability to work within a small team environment and to develop best practices and provide support as needed.

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, typing, 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 of Howey-in-the-Hills Town Council reserves the right to update and/or change this job description at will.

The Town of Howey-in-the-Hills is a Drug-Free Workplace, Smoke-Free Workplace, and EOE.

The Town of Howey-in-the-Hills is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Howey-in-the-Hills will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9. E-Verify Works for Everyone For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

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Accessibility: If you need an accommodation as part of the employment process, please contact:

John Brock, Town Clerk at
Phone: 352-324-2290
Email: office@howey.org



Equal Opportunity Employer, including disabled and veterans.

Employee Signature and Date:

I, _____, acknowledge and have reviewed of this job description.
(Employee's Name – PRINT Name)

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

_____ Date: _____
Employee's Signature

_____ Date: _____
Supervisor's Signature