



## Finance Director Haines City, Florida *Open Until Filled*

### **Background**

Nestled in beautiful Central Polk County Florida, Haines City was founded in 1885 and incorporated in 1914. It is home to some of the most beautiful natural scenery in the State. Haines City is a very diverse community, both ethnically and socially, that strives to provide exceptional public service.

With more than 21,000 residents, Haines City is the third largest City in Polk County. Because of its progressive economic development strategy, the City enjoys an affordable cost of living, strong economic base, and diverse community that is steeped in history and tradition.

Having begun its journey in the agricultural industry, Haines City is positioned to become a leader within Polk

County in economic development and growth over the next several decades. Home to large and active commercial thoroughfares and being in close proximity to the largest metropolitan areas within the State of Florida (e.g., Orlando-Kissimmee-Sanford, Tampa-St. Petersburg-Clearwater), Haines City is the up-and coming prime location for the future. Major businesses that are already established include the Heart of Florida Regional Medical Center, one of the State's largest School Districts, and two great schools – Bethune Academy and Haines City High School. Bethune Academy is a magnet school. Haines City High School has an International Baccalaureate program that rivals some of the best in the Country.

Even as it evolves, Haines City is helping to grow Florida's future with its hometown values and community pride. Its people, businesses, nonprofit organizations and government take great pride in their community as they work side by side, giving an equitable balance of attention to community, livability, and the development of industrial growth. From recreational to natural amenities to a thriving economic future, Haines City has much to offer any resident.

## **The Ideal Candidate**

The ideal candidate for this position is someone who possesses the upmost level of "Professionalism. Responsiveness. Integrity. Diversity. Ethics. (PRIDE)", and is willing to do what is absolutely right, despite what is popular. This individual will be an important member of the Executive Management Team. Their input and guidance will assist the City in addressing some of the most difficult and daunting challenges that a Finance professional could imagine.

The next Chief Financial Officer (CFO) will be tasked with numerous projects of the utmost importance, from debt management to assisting in creating and revamping fiscal policies. The successful incumbent will be an intricate member of the City's Executive Management Team. Therefore, he/she must be well-versed in municipal financing, as well as in understanding the importance of utilizing all financial resources in the most judicious and appropriate manner.

This individual will work directly for the City Manager and assist them in ensuring long-term fiscal sustainability in a way that positions Haines City to be responsive to the changing economic challenges while continually looking to strengthening the City's financial position. Conservative principles are certainly core attributes; however, this individual must understand and be able to utilize complex reasoning and common sense in advising the City Manager on financial matters applicable to City operations.

In this organization, teamwork is of the utmost importance. We encourage a collegial atmosphere that allows colleagues to work amongst one another for the sole purpose of providing exceptional government services. The successful incumbent must have a sense of humor, a good personality, and he/she must understand the importance of professionalism, integrity, and ethics. This particular person will be tasked with creating synergy and a positive work environment in the Finance Department. It is also required that this individual provide financial and economic condition updates to the City Manager on a

frequent basis, as well as on a quarterly basis for the elected officials. This individual will be a working director and will have to assist in the budget preparation, asset management, and other ancillary financial related duties.

The Finance Director position is a phenomenal opportunity for an energetic and enthusiastic individual who is focused on developing fundamentally sound public policy solutions that will attack the challenges this organization faces. Opportunities for success are truly endless and have the potential for trendsetting throughout the county. Desirable traits in the Finance Director are excellent verbal and written communications, a keen sense for details, likes developing public policy, and enjoys working in a team or group setting.

Reporting directly to the City Manager, the essential functions of the Finance Director are to direct and oversee the Finance Department consisting of Finance, Payroll, Budget, and Utility Billing operations of the City. The Finance Director will direct Department activities through the development and oversight of program design and implementation, contract management, polices and directives, budgets, and goals and objectives to ensure the integrity of the City's fiscal responsiveness and viability, serving as the Chief Financial Officer. The most important and essential job function of the position is attitude and includes the following: positive interaction and cooperation with coworkers, responding politely to customers, working as a team member, functioning under time pressure, and responding in a positive manner to supervision. The member may perform other related duties and tasks as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position. The successful incumbent must be a change agent, someone who will not be afraid of being a trendsetter, as opposed to being a follower. Creativity in policy formulation will be required to address the issues facing the financial future of municipal governments.

## **Qualifications**

The ideal candidate will possess the required knowledge and experience normally obtained through the completion of an advanced education from an accredited educational institution of higher learning resulting in a Bachelor's Degree in Finance, Accounting, or related field and at least ten (10) years of management work related experience in Accounting, Finance, Business or related field. Florida State municipal government experience is highly desirable, but not required.

A Certified Government Finance Officer or Certified Public Accountant and a Master's Degree in related field is a preferred and may substitute for up to five (5) years of work related experience. Once employed, the candidate is required to obtain either the Certified Government Finance Officer or Certified Public Accountant certification/license.

As a professional Executive reporting to the City Manager, the candidate must be a strong communicator, both verbally and in written practice, as the position is required to attend and present at City Commission and other public meetings on items that are very complex and sometimes difficult to comprehend. A proven track record of leadership, integrity, finance, and managing difficult situations is a must. An ability to establish and maintain effective working relationships with employees, other government representatives, contractors, partners, consultants, vendors, the media and general public is essential.

### **Duties and Responsibilities**

- o Directs and oversees the financial operation of the City through the preparation of financial reports, coordination of the annual external and internal audit functions, investment activities, budget preparation and implementation, annual five year capital improvements plan, and cash management strategies. Develops the financial goals and objectives for the City.
- o Directs and oversees the accounting operation by monitoring and reviewing financial statements, investment reports and supporting documents prepared by Staff. Directs the preparation of all general and subsidiary ledgers, accounting records, financial statements, reports, billing and payable records, and payroll data. Directs the preparation of inventory of all personal property.
- o Directs and oversees the Purchasing functions by establishing organization goals and objectives, ensuring legal compliance, and ensuring the proper implementation of all procurement processes and procedures in accordance with State and City policy.
- o Provides assistance to the City Manager by preparing and presenting department and project related reports during Staff, City Commission, Finance Advisory Board and other City related meetings.

- o Directs and oversees the issuance and sale of bonds and other obligations and administering of all debt service accounts. Works with Financial Advisors, Bond Counsel, Finance Advisory Board Members, and City Commission to develop financing plans for City Projects and Systems.
- o Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

- o Work requires the ability to read letters, memos, contracts, professional and industry literature, and spreadsheets and other job related analysis.
- o Work requires the ability to write letters, memos, and contracts.
- o Work requires the ability to understand and develop computer models for cost analysis and compose financial and budgetary reports.
- o Work requires substantial independent judgment and decision-making. Must be able to monitor and assess operations, workload, projects, and staff performance.
- o Work is widely varied, involving analyzing and evaluating many complex and significant variables.
- o Organization-wide policies, procedures, or precedents may be developed and/or recommended.
- o Must possess excellent oral and written communication skills.
- o Must be able to perform complex mathematical computations and/or statistical analysis.
- o Should be competent in the use of Microsoft Excel and Word software. o Must be able to research, compile and analyze data, and then present findings to the City Commission and City Manager in an acceptable format.
- o Ability to learn and remain up-to-date on Federal, State and City applicable regulations, best practices and policies affecting department activities.
- o Ability to establish and maintain effective working relationships with employees, other government representatives, contractors, partners, consultants, vendors, the media and general public is essential.

## Compensation & Benefits

Depending on qualifications, the potential annual earning range for this position is \$75,900 to \$113,850.

Generous medical and dental plans are just the start of Haines City's basic benefits.

- o Medical (100% Employee Coverage by the City)
- o Dental (100% Employee Coverage by the City)
- o Basic Life Insurance o Vision (*optional/voluntary*)
- o Health Care Flex Spending Account (*Optional*)
- o Dependent Day Care Flex Spending Account (Optional)
- o Leave benefits: Vacation, Paid Holidays, Sick Time

Other Benefits to consider:

- o 401(a) Defined Contribution (10% City contribution; 5% Employee contribution)
- o 457(b) Deferred Compensation (supplemental)
- o Professional Development and Training
- o Licenses and Credentials
- o Professional Membership
- o Cellular Phone Stipend
- o Government Employee Discounts Wellness and Health Initiatives: Flu Shots, Health Fairs, Access to City Fitness Center, Wellness Newsletters, Healthy Living and Healthy Coaching programs, and Employee Assistance Program

Investing in our people means continually providing avenues for personal and professional growth.

- o Professional Development o Tuition Reimbursement (after 1 year of service)
- o Computer Purchase Program (after 1 year of service)

- o "Lunch and Learn" Events
- o Community Service Opportunities
- o Employee Recognition Programs
- o Team Building o Mentorship of Local Youth
- o Leadership for Cultivating College and Career Minded Youth

## Residency Requirements

Residency is preferred, but not required.

## How to Apply

E-mail or mail a cover letter, resume and writing sample to the Human Resources Director, Kandace M. Tappen, at [ktappen@hainescity.com](mailto:ktappen@hainescity.com) or 620 E. Main Street, Haines City, Florida 33844. Successful candidates will also be required to complete an employment application, which may be located on the City's website at [www.hainescity.com](http://www.hainescity.com). Questions should be directed to Human Resources Department at 863-419-3450.

## The Process

All submissions received will be given full consideration and reviewed for meeting and/or exceeding minimum qualifications of the Finance Director position. Applications will be accepted until the position is filled.

## Other Important Information

Haines City is an equal opportunity employer. Minorities and women are encouraged to apply. Under Florida law, all applications are a public record and subject to disclosure. Veteran's preference will be awarded if applicable and according to Florida Law.

## Our Mission

*"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."*