



## CAREER OPPORTUNITY FINANCIAL SERVICES DIRECTOR

### **ANNUAL SALARY**

\$80,000 - \$100,000

### **FULL-TIME, EXEMPT POSITION WITH BENEFITS**

Office Hours: Mondays – Fridays 8:00 a.m. – 5:00 p.m.

### **APPLICATION DEADLINE**

Open until filled.

**OUR FINANCIAL SERVICES DIRECTOR IS CHALLENGING AND REWARDING ROLE. SEE HOW IT MAKES "CENTS" TO WORK FOR FLORIDA'S NEWEST MUNICIPALITY AND LEARN MORE ABOUT US AT [WWW.INDIANTOWNFL.GOV](http://WWW.INDIANTOWNFL.GOV).**

### **POSITION SUMMARY**

Reporting to the Village Manager, the Financial Services Director will be responsible for the development and maintenance of the Village's fiscal infrastructure by planning, implementing, directing, supervising, and administering all financial affairs. The Financial Services Director is a key member of the Village's management team and will participate in the planning, growth, and performance evaluation of the Village against outlined objectives. The Financial Services Director will provide strategic advice to the Village Manager, Mayor, and Village Council on municipal finance and financial sustainability.

### **SELECT DUTIES AND RESPONSIBILITIES**

- Oversee the administration of municipal funds, debt administration, insurances, financial forecasting, auditing, investments, purchasing, inventory, personnel benefits, pension administrative services, risk management, payroll, bonding, revenue and accounting systems, reporting and controls
- Hire and lead a highly qualified team of professionals
- Implementation and monitoring of the Village's budget process
- Develop and implement the department's goals, policies, and procedures in compliance with applicable government regulations
- Seek grant opportunities from all possible public and private sources with the objective to maximize grant revenues to the Village
- Liaise with other Village departments, outside agencies and community groups to explain and discuss various aspects of the Village's fiscal plans and policies
- Attend and conduct public meetings, presentations, hearings, media events, and advisory committees to obtain public response and explain Village plans and policies
- Other duties may be required and assigned



## REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in accounting, finance, business administration or economics; Master's degree preferred
- Minimum 3 years as head of financial operations for a similarly sized municipality or 7+ years as Deputy or Assistant head of financial services for a municipality similarly sized to the Village of Indiantown
- Knowledge of municipal government structure, operations, services and activities
- Experience directly managing projects and people
- Understands debt service, capital investment, and debt instruments and how to best use them as growth instruments
- Strong knowledge of GAAP, GASB, audits, and other regulatory requirements in the financial field
- Strong and effective oral and written communication skills with the ability to make presentations
- Strong interpersonal, management and leadership skills with a positive public/customer service attitude
- CPFO, CGFO, CGFM or CPA designation highly desired
- Knowledgeable on typical office computer systems and software with advanced skills with Excel
- Some private-sector executive financial management experience is a plus
- Must possess and maintain a valid Florida driver's license

## BRING YOUR SKILLS AND TALENTS TO A DYNAMIC CAREER OPPORTUNITY WITH FLORIDA'S NEWEST MUNICIPALITY!

### About Indiantown

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.

### Application Process

Interested persons should submit a resume and cover letter, not to exceed four (4) pages collectively. The position will remain open until filled. **Email an original, signed version of your submission, with your legal signature on the cover letter**, may be e-mailed to Jennifer Norris at [jnorris@indiantownfl.gov](mailto:jnorris@indiantownfl.gov). **The signed cover letter shall include the statement: "I certify all information contained in this cover letter and resume is true and accurate." Failure to follow these submission requirements may disqualify applicant from consideration.**

Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview. References submitted at this stage must be limited to a one (1) page list.

INDIANTOWN VILLAGE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, DISABILITY, MARITAL STATUS, FAMILY STATUS, OR SEXUAL ORIENTATION IN EMPLOYMENT OR THE PROVISION OF SERVICES.