

# Department of Finance

## Job Descriptions

JOB TITLE: Director of Finance

### GENERAL STATEMENT OF JOB

Position is responsible for maximizing the return on financial assets by establishing financial policies, procedures, controls and reporting systems. The director of finance also oversees cost and general accounting, accounts receivable/collection and payroll and risk management.

JOB TITLE: Accounting Manager

### GENERAL STATEMENT OF JOB

Under general direction, manages the daily operations of the Accounting Section.

Assists the Finance Director with special projects. Reports to the Finance

Director.

JOB TITLE: Budget Manager

### GENERAL STATEMENT OF JOB

Under general direction performs responsible professional work which provides the Finance Director with direct staff assistance in carrying out a variety of professional, technical and administrative activities including supervising employees engaged in management and budget analysis. Manages the annual budget process. Performs professional and technical work in budget, strategic planning and research. Reports to the Finance Director.

JOB TITLE: Senior Accountant

### GENERAL STATEMENT OF JOB

Performs senior-level and experienced professional work in the Finance Department. Responsible for the design, implementation, and annual review of financial information prepared by staff and finance professionals. Work is performed under direction with considerable latitude. Position relies on advanced level experience and exercises independent judgment to determine

best approach by using and interpreting policies and procedures. Position seeks technical guidance only on unusual or complex problems or issues. Assists with special projects as needed. Reports to the Accounting Manager.

**JOB TITLE:** Purchasing Agent

**GENERAL STATEMENT OF JOB**

Under direction, manages and supervises the procurement of quality operating and capital items and services for the City of Dunedin at the best possible value in accordance with local, state and federal procurement guidelines. Reports to the Finance Director.

**JOB TITLE:** Budget Analyst

**GENERAL STATEMENT OF JOB**

Professional position, working under supervision of Budget Manager, to ensure accurate and timely budget development, adherence to annual budget and fiscal plans, and the efficient and effective allocation of resources through technical analysis. Assists with the preparation of the annual budget, capital improvements plan, budget adjustments, comprehensive annual financial report (CAFR), and presentations to stakeholders. Assignments are performed with independence and require sound judgement, strong initiative, and adherence to deadlines.

**JOB TITLE:** Accountant/ Financial Analyst

**GENERAL STATEMENT OF JOB**

Under direction, performs various duties in the daily operations of the Accounting Section of the Finance Department ensuring compliance with all applicable accounting standards and methods and principles of sound financial management. Reports to the Accounting Manager.

**JOB TITLE: Administrative Coordinator**

**GENERAL STATEMENT OF JOB**

Under general supervision, uses independent judgment to provide complex confidential administrative technical, and clerical programmatic, support to the Finance Department to ensure effective and efficient office operations in a multi-tasking environment. Performs related work as directed. Duties are often performed under steady pressure with frequent interruptions and a high degree of contact by phone and/or in person. Reports to the Director of Finance.

**JOB TITLE: Accounts Technician**

**GENERAL STATEMENT OF JOB**

Carry out a range of practical accounting tasks, working towards the collation, checking and analysis of financial information, which is then utilized by accountants.