

Town of Lake Park

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Position: Assistant Finance Director
Department: Finance
Pay Grade: 140
Salary Range: \$88,995.28 to \$142,392.46 per year
FLSA Status: Exempt
Full Time

JOB SUMMARY

Under the direct supervision of the Finance Director, this position is responsible for assisting the Director in managing, directing, and coordinating the activities of the Finance Department including accounting, budgeting, debt administration, cash management, database management, insurance administration, monthly financial reporting, general ledger, and account reconciliation. In addition to these tasks, the position includes reviewing staff work for accuracy and timely completion.

ESSENTIAL JOB FUNCTIONS

- Prepares monthly and special financial statements and reports.
- Maintains all official financial records and files.
- Supervises and directs members of the Finance Department in matters concerning accounting and reporting.
- Assists the Finance Director in the preparation of the annual budget and financial audit.
- Responsible for all auditing work and tasks.
- Maintains accounting system software database.
- Establishes revenue, expenditure, and general ledger accounts in accordance with the State Uniform Accounting System.
- Reconciles all bank accounts on a monthly basis.
- Reviews and approves day-to-day postings including daily cash receipts, sanitation service orders, payroll changes, purchase order changes and journal entries.
- Manages all grants to ensure compliance with the terms and conditions of awarded grants
- Interfaces with all Department Directors in order to ensure that the terms and conditions of grants specific to their departments are being met.

- Tracks all contracts to ensure compliance with the terms and conditions, and tracks the renewal and expiration dates of all contracts.
- Oversees continuous training with members of the Finance Department
- Updates and maintains the Finance procedure manual and ensures compliance with approved procedures
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in finance, accounting, or related field
- A minimum of three years' senior accounting experience

Special Qualifications:

Must be able to obtain Certified Public Finance Officer (CPFO) certification within three years from the date of hire.

Knowledge, Skills and Abilities:

- Knowledge of the requirements of the Financial Accounting Standards Board (FASB) and the Government Accounting Standards Board (GASB)
- Skill in the use of computer operations and network systems such as Microsoft Word and Excel
- Tyler ERP Pro 10 experience a plus
- Ability to present ideas clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates, and the public

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Additionally, the following physical abilities are required: balancing, fingering, grasping, handling, hearing, mental acuity, repetitive motion, speaking, visual acuity, and walking.

WORK ENVIRONMENT

Work is performed primarily indoors without exposure to adverse environmental conditions (i.e. dirt, cold, rain, fumes).

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age, national origin, disability, veteran status, sexual orientation, gender identity, pregnancy, marital status, military status, genetic information or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation and training.

HOW TO APPLY:

This position is open until filled. First review of applications will take place on March 9, 2026.

Please submit employment application to the Human Resources Department at:
humanresources@lakeparkflorida.gov

Applications can be downloaded from the Town's website at www.lakeparkflorida.gov

Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Important: All applicants are subject to a criminal background check.

For more information, contact (561) 881-3300.