



WEST PALM BEACH,
FLORIDA

**ASSISTANT CHIEF
FINANCIAL OFFICER**



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CITY OF WEST PALM BEACH

ASSISTANT CHIEF FINANCIAL OFFICER

The City of West Palm Beach, Florida, is seeking an experienced local government manager to join the leadership team as Assistant Chief Financial Officer. West Palm Beach is a major urban center in south Florida, part of the Miami metropolitan area. City government provides a full range of municipal services under a strong mayor / city administrator structure. The Chief Financial Officer directs operations for City finances including accounting and administrative controls, budgetary controls, cash management, financial policies and long term financial planning. As directed by the CFO, the Assistant will provide oversight, coordination and direction for three divisions. The Assistant CFO plays a key role for coordination and communication of financial information in support of City operations as a whole. This important and highly visible role has high standards for professional presentation and performance.

HISTORY AND BACKGROUND

West Palm Beach was incorporated in the late 1800's but the city remained mostly a tourist destination, fostered by Henry Flagler's railroad. Florida's boom and bust cycles occurred regularly into the 20th century, prompted by freezes, hurricanes, land booms, and military training facilities. After World War II, the area population grew rapidly with the availability of air condi-

tioning. Attractions were built in the 1960's, including a zoo, aquarium, stadium and auditorium, that are still enjoyed today. But growth cycles and patterns took a toll on the downtown area and by the 1980's many businesses were vacant.

Economic struggles through the decade led to calls for change. The current strong mayor / city administrator government structure was established by a referendum in 1991. Public support came in large part from interest in downtown revival. Infrastructure improvements, beautification projects and a new amphitheater supported the return of commercial activity. West Palm Beach has excelled in mixed use, incorporating retail, office, luxury and affordable housing residences, with hotels and restaurants optimizing neighborhoods for both residents and tourists.

West Palm Beach is today a national and international destination. Warm weather allows enjoyment of beaches and waterways year-round. The Palm Beach International Boat Show is famous as a showcase for every class of boat from yachts to dinghies. Golf courses are available for casual recreation and for professional competition including the Honda Classic. Major League spring training has returned in recent years with four teams playing in the area. Enjoyment of the fine arts is available through the world renowned Norton Museum of Art. Theater and music events are featured at the downtown Kravis Center for the Performing Arts and the famous SunFest, Florida's largest waterfront music festival.

The current economic environment is one of growth, increasing property values and opportunity. New businesses are on the rise and the positive effects of passenger rail have returned with the Brightline high speed line that will soon connect Miami and Orlando.



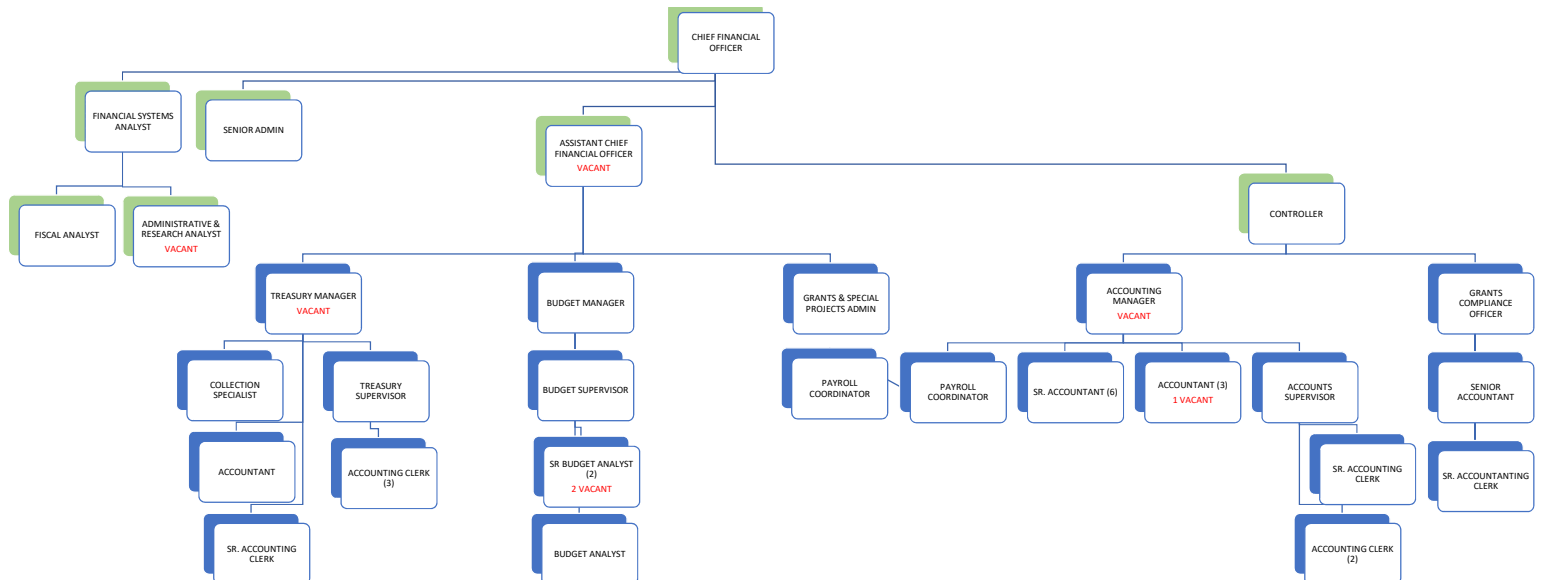
CITY GOVERNMENT STRUCTURE



The Mayor is elected city-wide to a 4 year term and was re-elected in March 2023. The Mayor is the Chief Executive Officer. City Commissioners are elected in each of 5 districts for 2 year terms. Terms are staggered and two commissioners were re-elected this year along with the Mayor. The City Administrator is appointed and serves as the Chief Operating Officer, overseeing operations and approximately 1,700 employees. The Chief Financial Officer answers to an Assistant City Administrator. Finance Administration has 38 FTE's and includes Treasury Management, Budget Management, Special Revenue, Accounting, Grant Administration and Grant Compliance.

CITY OF WEST PALM BEACH

ORGANIZATIONAL CHART



ASSISTANT CFO ESSENTIAL FUNCTIONS

- Leads, provides direction and evaluates operations for the Treasury Management, Budget and Special Revenue divisions
- Evaluates financial impacts of agenda items, proposals, programs and services
- Develops managers' and supervisors' leadership skills
- Develops and administers citywide financial controls
- Provides high level supervision of budget preparation
- Coordinates fiscal support and evaluates fiscal impacts of projects
- Conducts studies of programs and assists with implementation
- Develops financial policy recommendations
- Oversees collection of revenues for maximum effectiveness
- Oversees preparation and reviews formal contracts, RFP's, collective bargaining agreements, and other financial implementation documents
- Works with external consultants, auditors, counsel and attorneys related to City financial issues
- Facilitates and conducts interdepartmental and external relationships for Finance administration
- Prepares and presents fiscal reports, studies and recommendations
- Completes special projects and other related duties as assigned by the CFO



KNOWLEDGE, SKILLS AND ABILITIES

- Able to lead, motivate and train team managers.
- Able to lead with emotional intelligence and understanding of a political environment.
- Able to analyze situations and conditions to determine strategies, resource needs, constraints and options.
- Able to develop and present reports, audits, budget, strategic plans, to a wide variety of audiences.
- Able to effectively represent the City in a wide range of forums and situations.
- Able to handle conflict and address personnel issues.
- Able to take necessary action based on analysis and sound judgement.
- Able to establish and maintain effective working relationships with those contacted in the course of work.
- Knowledge of management and administration policies and procedures, internal controls, methods and practices.
- Knowledge of municipal, federal and state laws, statutes, rules, regulations and ordinances related to financial budgeting, auditing and procurement methods, policies and procedures.
- Knowledge of treasury management systems and processes.
- Knowledge of accounting, budgeting, auditing and procurement methods, policies and procedures.
- Knowledge of computer hardware, software and peripherals related to accounting and financial management.
- Knowledge of customer service and public relations methods, policies and practices.
- Skilled in utilizing computer data and additional information in the assessment and analysis of financial reports and legal documents.
- Skilled in written and verbal communications.
- Skilled in delegating, assigning, reviewing and evaluating work.
- Skilled in prioritizing and handling multiple projects simultaneously.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Work involves sedentary to light work in an office setting. There is occasional need to stand, stoop, walk, sit, lift light objects (up to 25 lbs.) and perform other similar actions during the course of the workday.

Remote work allowed up to 2 days per week after probationary classification is removed (6 months).

MINIMUM QUALIFICATIONS

Bachelor's Degree with a major in Finance, Public Administration, Business Administration, Accounting or related field.

Six years of treasury, accounting, government management, auditing or finance experience including three years of state or local government financial administration.

Three years of high level supervisory and management experience in government.

COMPENSATION

Salary \$135,000 - \$141,000 annual
Competitive benefit package
Moving allowance

APPLICATION

Interested candidates should apply online @ www.GovHRjobs.com with a cover letter, resume and contact information for five professional references by June 23, 2023. Address to:

Jim Dinneen, Vice President and Executive Recruiter GovHR USA
630 Dundee Road#225
Northbrook, IL 60062

Questions may be directed to James Dinneen at 847-380-3240 x136.

The City of West Palm Beach is an equal opportunity employer that follows all applicable State of Florida Sunshine laws.

