



# DEFUNIAK SPRINGS, FL FINANCE DIRECTOR



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## EXECUTIVE RECRUITMENT



# DEFUNIAK SPRINGS, FL FINANCE DIRECTOR

**DEFUNIAK SPRINGS, FL (POP. 7,000)** The City of DeFuniak Springs, a Council-Manager form of government, is seeking applications for an experienced professional to serve as their new Finance Director. DeFuniak Springs is the county seat of Walton County located in the Florida Panhandle. Located between Pensacola and Tallahassee, nestled 30 miles North from some of Florida's most beautiful beaches and rooted in a rich unique history, DeFuniak Springs is an ideal location to live, work and play.

The town was founded during the late 19th century as a resort development by the officers of the Pensacola and Atlantic (P&A) Railroad, a subsidiary of the Louisville and Nashville (L&N) Railroad. The P&A was organized to connect the L&N railroad at Pensacola to the railroad at River Junction—now Chattahoochee—in the 1880s. As the survey party set out from Pensacola to survey the route for the railroad, they happened across an undeveloped area with a round lake. The party camped on the shores of the lake and their leader, W. D. Chipley, declared this would be the perfect spot for a town and a stop would be made along the line. The location was named after Frederick DeFuniak, president of the Pensacola and Atlantic Railroad. It was first called Lake DeFuniak but the name was later changed to DeFuniak Springs.

Historic DeFuniak Springs has a rich and broad history and is a small town that did remarkable things, and still continues to do important things today. Many of the same things that made DeFuniak Springs so popular in its early years are still there. A quiet friendly community still hosts cultural events like the Florida Chautauqua Assembly, Florida Chautauqua Theater, Grit and Grace, and various arts and crafts groups. The historic district has changed little over the years with many of the homes built in early years still standing. The Walton DeFuniak Library, established in 1886 is said to be the oldest library in the state still operating as a library in its original building.

Today the historic train depot, owned by the City of DeFuniak Springs, houses the Walton Heritage Museum. The city also owns the Chautauqua Hall of Brotherhood which was built in 1884. At that time, it was known as the most modern auditorium in the south with color dissolving lighting, seating for 4000, and a grand entryway designed to look like the U. S. Capitol. In 1975 a hurricane destroyed the recently restored auditorium, so today only the front lobby and classroom portion remain.

The DeFuniak Springs Historic District comprises a substantial percentage of the community's historic buildings. The district measures approximately 190 acres and, in addition to residential buildings, contains numerous commercial, government, and religious buildings, a historic railroad depot and a meeting hall.

The State of Florida's Arbor Day celebration started in DeFuniak Springs. The first planting of trees, in honor of Arbor Day were planted on the shores of Lake DeFuniak in 1885 during the Southern Forestry Congress. It is believed some of those trees still stand on the shores of Lake DeFuniak. DeFuniak Springs continued to be a destination of choice for people seeking culture, music and entertainment.

In 1886, the town held an important meeting that changed the course of public education in Florida. At this meeting, teachers from around the state formed the Florida Education Association. This teachers' union remains the state's predominant voice for educators and is affiliated with the National Education Association and the American Federation of Teachers.



# THE ORGANIZATION

The City of DeFuniak Springs is governed by a Mayor and five Council Members. The Mayor is elected for a four-year term, and five Council Members are staggered, four-year terms. The Council is elected by the citizens to establish policy for the health, safety, and general welfare of the community. It establishes policies by ordinance or resolution with the affirmative vote of a majority of the members. The Council makes final judgment on all policy decisions. The rules and regulations set forth by the City Council are administered through the direction of the City Manager.

## MISSION

The City of DeFuniak Springs is a transparent and efficient government with integrity that embraces smart growth and improves public safety while preserving our unique history.

## VISION

To be a model of excellence in providing effective local government services.

# VALUES

## TRANSPARENCY

We provide an open and honest dialogue with the community we serve.

We value the diversity of opinion resulting from a participatory government and strive to be versatile in our organization.

## INTEGRITY

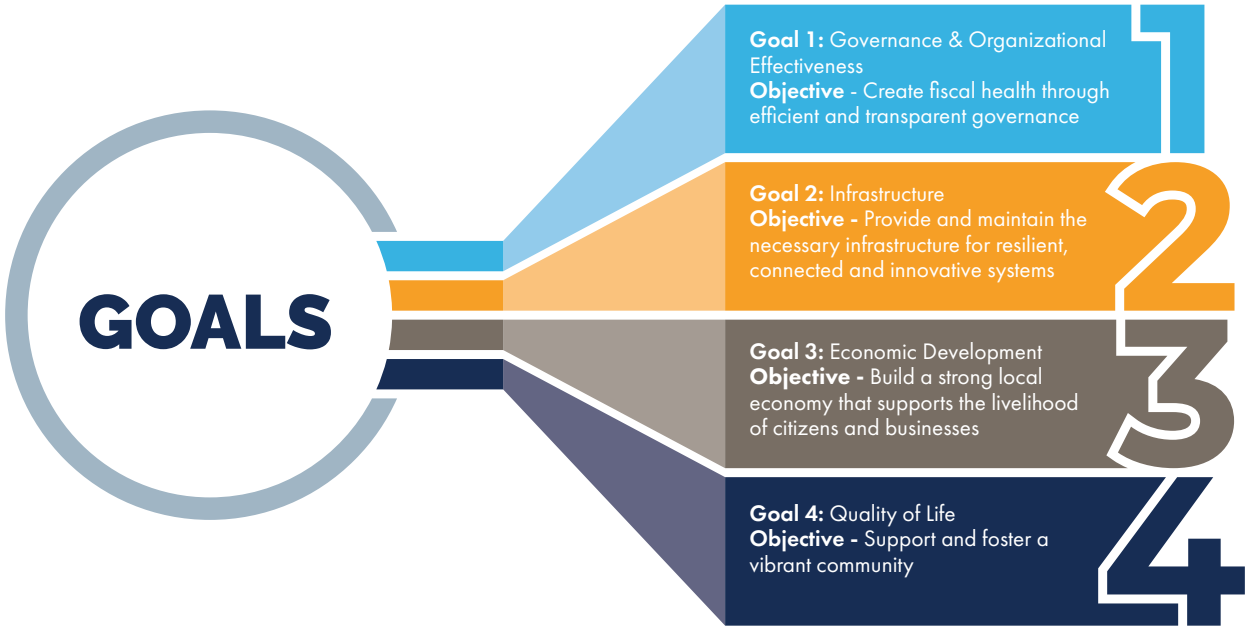
We are guided by moral and ethical principles in all that we do.

We respond with mutual respect and compassion to the people we serve and our fellow employees.

## EFFICIENCY

We conduct business in a responsible, innovative, and effective manner to create smart growth, build confidence, cultivate partnerships, and meet the interests and needs of our community.

To enhance the efficiency of the City of DeFuniak Springs as a whole, we encourage our workforce and community to continue their growth of professional knowledge and lifelong learning.



# FINANCE DEPARTMENT

The Finance Department is responsible for the core financial functions of the city: Accounts payable, Accounts receivable, Budget, Financial reporting, Payroll processing, and Revenue monitoring. Other key functions include internal control development and monitoring, internal audits of city departments and coordination of the external financial audit.

## FINANCE DEPARTMENT MISSION

To provide accurate, meaningful, and timely financial data to the City Departments, Mayor, City Council, and Boards and Commissions.

## THE POSITION

The position is an executive level staff position providing highly responsible financial services support to the City. The position is responsible for the direction, planning and management of the financial operations of the City and advises and makes recommendations to the City Council on all fiscal policy matters necessary for the financial health of the City. The director is responsible for performing professional work in planning, organizing, staffing, controlling and administering all financial functions including fund accounting, budgeting, utility billing, payroll, customer service, reporting, investing, debt management, banking, fixed asset management, purchasing, internal support, external support, treasury management and pension plan management for the City.

The City of Defuniak Springs created this position by ordinance and does have various provisions for the position as stated in the ordinance. The City of Defuniak Springs Code of Ordinances, Division 4:

### SEC. 2-56. - POSITION CREATED

The position of director of finance is hereby created as of the effective date provided for herein. The director of finance shall be responsible to the city council and city manager for the administration of all city finances. The director of finance shall be chosen on the basis of his or her experience and qualifications in the area of municipal finance and accounting and shall serve at the pleasure of the city council. The director of finance shall be required to obtain a bond in the amount of two hundred fifty thousand dollars (\$250,000.00), payable to the city council, conditioned upon the faithful discharge of the duties of city finance director. The City of DeFuniak Springs, Florida, shall pay the expense of acquiring the bond.

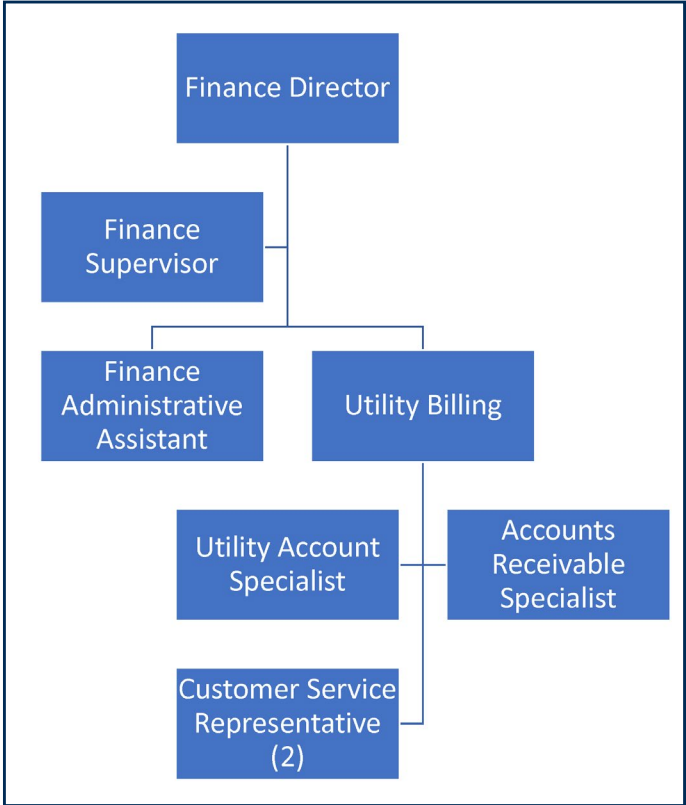
### SEC. 2-57. - APPOINTMENT; REMOVAL; COMPENSATION.

**Appointment.** The city council in consultation with the mayor shall be responsible for hiring the director of finance. The vote to hire the director of finance shall be by affirmative vote of four (4) members of the council. The term of employment shall be established by the mayor and city council at the time of hiring the director of finance.

**Removal and discipline.** The city council may remove the director of finance by affirmative vote of four (4) members of the council. Additionally, the city manager shall have the authority, under the City Code and policies of the city governing personnel matters, to discipline the director of finance through all disciplinary manners set forth in said policies, including to suspend the director of finance, with or without pay, and to terminate the director of finance when deemed appropriate and consistent with said policies.

Any termination or suspension made by the city manager may be overturned by the city council, upon a majority vote of the city council. This provision shall not, however, provide any right to appeal such a decision to the city council, and shall not require the city council to take any such action, or to deliberate to take such action, related to the overturning of any termination or suspension.

**Compensation.** The compensation of the director of finance shall be established by the city council at the time of hiring and shall be adjusted from time to time at the discretion of the city council.





## SEC. 2-59. - QUALIFICATIONS.

A bachelor's degree, in accounting, public finance, business administration, or a closely related field from a four-year accredited college or university, or eight (8) years' experience in local government accounting, public finance or business administration or similarly related work may substitute.

A Certified Public Accountant is preferred. Must possess knowledge of State of Florida Uniform Accounting Codes and any other areas concerning governmental accounting, along with a working knowledge of utility services. Knowledge in the areas of budget preparation, budget administration, financial investments and financial computer software are essential. Must have knowledge of computer systems.

## SEC. 2-60. - DUTIES.

- Attend all meetings of the city council with the right to participate and discuss but not to vote.
- Advise the council on a monthly basis of the current financial condition of the city and furnish to the city council and city manager a budget summary at the first monthly meeting of each month which reflects the city's financial condition through the end of the preceding month.
- Assist in the preparation of the annual budget for the ensuing fiscal year.
- Furnish to the mayor, city council members or the city manager upon request copies of any and all records concerning the city's financial condition.
- Shall serve as city treasurer and shall receive all monies paid to the city and shall keep accurate accounts of all receipts.
- Shall disburse funds in the payment of authorized expenditures as follows:
  - Authorized purchase order and a signed receipt from a city representative that the merchandise, equipment or services have been received.
- On a timely basis of previously council-approved allocations to agencies or organizations.
- On recurring approved service or expenses after approved and signed by the city manager.
- Any one of the three (3) above authorizes and directs the director of finance to make payments on a timely basis. The city council may direct the director of finance to pay any indebtedness they feel to be justifiable.
- The city finance director shall not, without first obtaining approval from the city council, do any of the following:
  - Deposit any city funds in any institution other than a certified public depository which is on the approved list issued by the State of Florida.
  - Invest any city funds in any manner without first presenting the matter to the city council for its consideration.
  - Open any certificate of deposit accounts or transfer or roll over any certificate of deposit accounts which the city owns.
  - Shall have the authority to supervise the personnel within the departments of the city that are responsible for clerical duties necessary to conduct his/her duties, including but not limited to collecting money and preparing payroll. The supervisory capacity shall be limited to the extent that it is necessary for the director of finance to effectively perform the duties of director of finance. In the event any problems should arise with the supervision of said personnel, the director of finance shall so advise the city manager, so that the city manager can take proper action.
- Prepare a monthly list for the city council of bills paid or to be paid to be submitted at the first regularly scheduled meeting of the council each month.
- Perform such other duties as may from time to time be prescribed by the city council.





## HOW TO APPLY

The advertised salary range is \$68,250 to \$104,475 +/- DOQ/E and will be based on the candidate's qualifications and experience. The city offers a comprehensive benefits package, including health, dental, pension, and more. Apply online with cover letter, resume, and contact information for at least five (5) professional references by September 23, 2022 to the attention of Sarah McKee, Senior Vice President, GovHR USA, 630 Dundee Road, Suite 2250, Northbrook, IL 60062. Tel: 847-380-3240, EXT 220 at [www.GovHRJobs.com](http://www.GovHRJobs.com).

The City of Defuniak Springs, FL committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to their success. They seek to recruit the most talented people from a diverse candidate pool and strongly encourage all qualified candidates to apply.



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