

MERCER GROUP FLORIDA
and
THE CITY OF PALATKA, FLORIDA

*invites your interest in the
position of*

FINANCE DIRECTOR

THE OPPORTUNITY

The City of Palatka is searching for a new Finance Director. The Finance Department is responsible for maintaining the accounting and financial records systems of the City of Palatka. The City of Palatka Finance Director is the primary financial advisor to the City Commission, the City Manager, and other city staff. The Finance Department develops and assists in the development of financial studies, annual budgets, plans, forecasts, estimates, and finance-related ordinances and resolutions. The Finance Director will lead and manage the department by example, with the utmost integrity.

THE COMMUNITY

Located along the beautiful St. John's river, Palatka is an enchanting rural community that features year-round sunshine and beautiful tidal marshes, along with quick access to world-famous beaches and several metropolitan areas.

Home to over 10,558 residents and occupies 7.5 square miles. Palatka is the principal city of the Palatka Metropolitan Statistical Area, which is home to 72,893 residents. Today it is the county seat of Putnam County, Florida.

The city is also home to St. John's River State College, St. John River Water Management District Headquarters and Ravine Gardens State Park.

The City of Palatka is known as a progressive community with new energy. The City proudly markets itself as the "City of Murals" The City is known as home of 25 murals depicting the culture and rich history of this beautiful city along the St. Johns river.

Palatka is also called the Gem of the St. John's river. Along the St. Johns River, boaters enjoy an aquatic wonderland that provides habitat for osprey, wood stork, bald eagles, largemouth black bass, alligators and manatee.

Ravine State Park, located just a few blocks from the St. John's River, features a 189-acre ravine with nature trails, an exercise course and picnic areas.

With the sandy beaches of the Atlantic Ocean just a short drive away, Palatka is an ideal setting for the water sports enthusiast. Swimming, surfing, fishing, boating, canoeing, kayaking and water skiing are all popular pastimes. Scuba diving in the crystal-clear natural springs, which are abundant in this region of Florida, is another popular recreational activity.

The name Palatka comes from the Timucuan Indian word Palatka, meaning "Crossing". In 1821, Palatka was established as a trading post. During the American Civil War, troops occupied the City. Post war, riverboats traveled the St John's river south and Palatka became the gateway to the interior.

In 1884 a fire devastated downtown Palatka destroyed many of the grand hotels and harsh winters froze the citrus industry, causing a decline in tourism and industry.

Today, Palatka has a historic downtown business district, a beautiful waterfront park and many historic and cultural sites. Palatka is home to many wonderful festivals and family events throughout the year. Most notably, the Florida Azalea Festival and the Blue Crab Festival. Palatka is an eco-tourism hub, proudly designated “Florida Trail Town” housing Florida’s first nationally designated trail head.”

Learn more by visiting the official site of the City of Palatka at:

www.Palatka-FL.gov

or follow us via
Facebook and Twitter

THE ORGANIZATION

A full-service City, Palatka has a total FY 2020/2021 budget of approximately \$44.7 million with approximately 147 full time and 11 part-time employees. The City is governed by a Commission-Manager form of government consisting of five elected officials; a Mayor and four Commissioners, all of whom as a body, establish legislative policies. All are elected at large and serve staggered, four-year terms. The Mayor is elected by the public. Elections occur in November of even numbered years. The City does not have term limits and it is not uncommon for Commissioners to serve multiple terms. The City Commission appoints the City Manager and the City Attorney. The City Manager serves as administrative head of the municipal government overseeing all departments and carries out the established legislative policies.

MISSION STATEMENT

The City of Palatka employs a team of dedicated public servants in order to help meet the needs of our citizens. We are committed to continuous improvement in providing quality and economical public services in a meaningful, respectful and courteous manner. We are committed to continuous improvement in providing the highest quality and fiscally responsible economical services to the citizens of Palatka in order to improve the quality of life for the citizens and businesses that makes up our community.

THE FINANCE DIRECTOR ROLE

The Finance Director reports directly to the City Manager and is responsible for, but not limited to:

- Administering, directing, and coordinating all activities associated with accounting and financial statements preparation
- Procurement of goods, supplies, materials, services, and equipment, debt management
- Treasury management
- Local business tax and other billings
- Collection of all City revenues.

The Finance Director must maintain a high degree of judgement, discretion, and initiative. The Finance Director must also be able to be hands on and perform duties at the most technical degree.

The Budget for the Finance Department and Fiscal year 2020-2021 is approximately \$382,000 and there are 3 full-time employees in the Department.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Providing executive level and technical supervision to staff of the Finance Department.
- Participation in the formulation and execution of broad City financial and procurement policies.
- Plans, organizes, directs, and reviews all financial procedures and methods and activities related to treasury management, accounting, revenue billing and collection, issuance of local tax receipts, procurement and associated fiscal activities of the City.
- Analyzes City fiscal policies; interprets data; formulates the recommendations for action by the City Manager and the City Commission; approves and controls contracts and financial obligations.
- Plans, develops, proposes, implements, and evaluates financial policies and procedures.
- Administers and oversees the City's Pension Plan
- Collects, receives, and maintains custody of all funds; administers relationships with the City's banks and investment brokers.
- Supervises preparation of the Comprehensive Annual Financial Report, interim statements, and reports on City financial affairs to administrative officials, the City Commission, and the public
- Directs the preparation of revenue, expenditures, debt, cost, and other statements; audits and inspects accounts and records.
- Prescribes accounting forms and procedures; supervises continuous audit of units handling cash and maintaining accounting records.
- Administers the selection of municipal advisors, underwriters and other agents associated with municipal debt; coordinates the activities of the City with municipal advisors, underwriters and other agents of municipal debt; plans and executes programs of debt financing or refinancing; represents the City in bond sales and meetings with rating agencies.
- Administers the City's purchasing ordinance and ensures departmental compliance; supervises personnel and their activities in central purchasing.
- Monitors the billing and collection of utility bills by way of the Palatka Gas Authority
- Developing annual budget
- Monitors compliance with grant programs and prepares SEFA for federal single audit
- Oversee annual independent audit and interface with independent auditors
- Prepares standard operating procedures for department divisions, performs strategic planning for overall improvement of department services, evaluates service areas for deficiencies, formulates solutions, and develops action plans.
- Serves as a member of the City Manager's Executive Management Team, reviewing and/or providing input and recommendations for collective bargaining proposals.
- Administers the selection of auditors, including establishing audit selection committee, preparation of request for proposals, required legislation and contract execution.
- Administers the selection, implementation, and enhancement of all financial information systems of the City.
- Knowledge of and experience with accounts receivable, accounts payable, purchase orders, fixed asset and payroll systems and the demonstrated ability to oversee and supervise technical and clerical staff performing those duties

THE IDEAL CANDIDATE'S KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of professional accounting and governmental finance principles and practices.
- Knowledge and experience regarding Florida Statutes and procedures pertaining to municipal corporations (budgeting, fund accounting, financial reporting, auditing)
- Effectively and positively represents the City in delivering and performing work with colleagues and clients, irrespective of gender, race, religion, age, disability, political affiliation or belief, or sexual orientation.
- Establish and maintain effective and professional relationships with work colleagues, supervisors, and managers.

EDUCATION/EXPERIENCE:

The successful candidate will have a minimum:

- Bachelor's Degree in Business, Public Administration, Accounting or Finance
- Eight (8) years of progressively responsible experience in finance, accounting, and procurement; or an equivalent combination of training and experience.
- Master's Degree preferred
- **Preferred:** Certified Public Accountant, CPFO, CPPO, and/or CGFO.

Additional education and experience or an equivalent combination of training and experience may be substituted for the above requirements.

COMPENSATION AND BENEFITS

Depending on qualifications and experience, the expected starting salary for the successful candidate will be between **\$70,000 to \$84,000** annually.

Employee benefits are competitive and include:

- Medical coverage and dependent coverage.
- Dental, Vision, Supplemental plans
- Retirement Plan
- Annual Vacation Days
- Paid Holidays (13)
- Sick Days and Personal Days
- And More

HOW TO APPLY

Qualified candidates are encouraged to send a letter of interest and resume.
Email – DHHiggin@att.net

Ongoing resume review beginning February 19.
Position is Open Until Filled

**Dona Higginbotham
Senior Vice President
Mercer Group Florida**

*Resumes are subject to the provisions of Florida Public Records Statutes
The City of Palatka is an Equal Opportunity Employer. The City of Palatka does not
discriminate on the basis of race, color, religion, creed, sex, age, marital status, national
origin, political ideas, or disability in employment or in the provision of services.*