



CITY OF ST. CLOUD, FL
INVITES YOUR INTEREST IN THE POSITION OF
FINANCE DIRECTOR

THE COMMUNITY

The City of St. Cloud (approx. pop. 61,331) is located along the southern shore of East Lake Tohopekaliga in beautiful, sunny central Florida, approximately 25 miles southeast of Orlando. Part of the Orlando-Kissimmee-Sanford metropolitan area, the City of St. Cloud is about 45 minutes west of Melbourne and the Atlantic Coast, approximately 1.5 hours east of Tampa, and an easy 18-minute commute to the Orlando International Airport.

Incorporated in 1911, the City of St. Cloud is located in the north portion of Osceola County, the geographic center of Florida, along with one other municipality—the City of Kissimmee, located nine miles west of St. Cloud. There are approximately 20 square miles within the corporate limits of St. Cloud.

St. Cloud is a burgeoning community, rooted in history and offering exceptional quality of life. The City is a desirable address for Orlando area-bound commuters looking for a safer, small-town atmosphere and a quieter pace of life while remaining close to big-city amenities. As such, the City experienced an approximately 45% increase in population in the last decade due to a significant amount of new home construction taking place in the northeast and southwest sides of the City. There are a number of recreational and open space amenities, including a chain of connected lakes and world-class parks for everyone to enjoy, such as the Lakefront Marina and Cannery Park – the city's all-access park.

St. Cloud has enjoyed a stable economic base in part due to its proximity to the Walt Disney World complex and numerous other tourist attractions, and in part due to the surrounding cattle and citrus industries. The City is primarily residential in character but also serves as a retail and commercial center for eastern Osceola County. The City's economy consists of much diversified retail trade, lodging, food and beverage, manufacturing, and healthcare-related establishments.

Eco-tourism and Ag-tourism attractions located in rural areas closely surrounding the city have enhanced the economic climate. Places such as Forever Florida, Wild Florida, Partin Ranch Corn Maze, and Reptile World attract visitors and residents that enjoy family-friendly activities that showcase the natural beauty of the city and surrounding area. These attractions offer a variety of ways to view the undeveloped Florida landscape, such as blazing a trail by horseback, traveling the terrain by swamp buggy, soaring down a zip-line, or cruising the lake by airboat.



A substantial development within the city is Steven's Plantation, a 590-acre project which includes a mixed-use development offering a walkable community in a technologically advanced environment. The Stevens Plantation offers a Norman Rockwell Lifestyle while just a short walk away from a corporate campus. Convenience is built into this innovative business park, which is less than 10 minutes from Historic Downtown St. Cloud with its quaint dining, shopping, parks, marina, and fun activities.

The City of St. Cloud is in the final stages of becoming a Seaplane Base, which will place its physical location on a national registry.

Guests from all over will be able to fly in and land/park on East Lake Tohopekaliga, enjoying all the amenities the city has to offer, such as the prestigious Lakefront Park and Marina, as well as its Historic Downtown.

THE ORGANIZATION

The mission of the City of St. Cloud is, through its elected officials and staff, to provide a safe and healthy environment, manage its resources, and plan for the future. The City is dedicated to cost-effective open government, professional management, and quality service.

The City of St. Cloud is a full-service city and operates under a Council/Manager form of government. The City Council is the legislative and policy-making body of the City and is composed of a Mayor, Deputy Mayor/Council Member, and three Council members, all of whom are elected for staggered four-year terms with two-term limits. The City Manager is appointed by the City Council as the chief administrative officer of the municipality, responsible to the City Council for all municipality affairs placed in his charge by or under the City Charter.

The City recently adopted a 25-year Envision St. Cloud Master Plan and Five-Year Strategic Plan and has a long-term vision for St. Cloud to be the city of choice in Osceola County and the Orlando metropolitan area. The City is experiencing substantial growth and is in the process of aggressively promoting economic development by working hard to retain its current businesses while actively reaching out to a mix of prospective new companies to strengthen its local economy and provide high-paying jobs to residents. In addition, the City is focusing on improving services, funding, capital investments, technology, and amenities. The City has an FY2023 total budget of \$209.1 million, including a General Fund of \$64.1 million, and employs 662 full-time employees.

THE DEPARTMENT

The Finance Department strives to provide accurate, timely, and customer-driven financial support to the City of St. Cloud government, citizens, regulatory agencies, and other key stakeholders. The Department encompasses a variety of City financial operations including accounts payable, accounts receivable, cashier functions, accounting, budgeting, fixed asset management, banking, cash management, treasury and investments, debt management, and grants.

The Finance Department has four divisions:

The Accounting Division has seven (7) FTEs and safeguards the City's assets and seeks to provide accurate and timely financial data. It is the responsibility of the Accounting Division to direct and monitor all financial transactions recorded in the accounting system in accordance with generally accepted accounting principles and guidelines. It reports on the financial position of the City and its departments and coordinates and prepares the City's annual financial statements.

The Finance Division has six (6) FTEs and administers and coordinates the fiscal activities of the City. This includes all aspects of accounting, investing, business licensing, billing, payroll, debt administration, fixed asset accounting, grant reporting, preparation of the Annual Comprehensive Financial Report (ACFR) and other required financial reports, budget preparation and administration, fund/program analysis, and special projects.

The Grants Division has one (1) FTE and is tasked with administrative oversight and management of the state, local, and federal grant programs for community development in the City. Objectives of the Grants Division include being responsible for securing appropriate funding, meeting all regulations through monitoring contractual activity, and holding regular meetings for administrative reporting. This is in addition to oversight of Community Development Block Grants (CDBG), as well as the administration of the Community Agency Grant (CAG) Program and the CAG Sponsorship qualification.

The Finance Administration Division has one (1) FTE and is responsible for coordinating daily financial tasks, processing invoices and payroll, and maintaining a digital record of financial documents. They also work with the financial management team to create and optimize reports for division budgets and coordination of Annual Comprehensive Financial Report (ACFR) with external auditors and staff.

THE POSITION

The Finance Director is a highly responsible senior-level professional position that performs the planning, organizing, and operation of the Finance Department. The Director works independently and with limited supervision, ensuring all work is performed according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements. The Director position requires a high degree of independence and initiative, as well as supervisory responsibilities for



15 professional, technical, and clerical personnel.

The Finance Director reports to the City Manager and maintains oversight of the overall City spending and revenues, provides short- and long-term financial forecasts, oversees debt management, and participates in budget preparation.

Duties and responsibilities include the following:

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
 - Coordinates, assigns, and reviews work and establishes work schedules; maintains standards; monitors the status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
 - Supervises and directs the maintenance of the municipal general ledger, property records, utility accounts, and various subsidiary accounts.
 - Develops and interprets fiscal policies, methods, and procedures; prepares the annual operating budget for the City; projects estimated revenue; prioritizes program and projects spending; maintains oversight of City spending and revenue.
 - Provides financial forecasts; prepares a long-term financial plan to include a five (5) year Capital Improvement Budget.
 - Prepares financial reports and provides assistance to departments on financial matters.
 - Performs related work as assigned.
- Candidates should have a thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures and a thorough knowledge of the principles and practices of accounting and budgeting in government.

IDEAL CANDIDATE

The ideal candidate for Finance Director is a professional leader with a collaborative, team-oriented management style. An individual who can establish and maintain solid working relationships with City officials and many stakeholders is needed. Must have exceptional interpersonal and communication skills.

The Director will need to take a fresh look at the department and assess its overall effectiveness and address any areas of needed improvement. Must have a solid understanding of municipal financial management policies and procedures, as well as industry best practices, and serve as a trusted advisor to City leadership to solidify the City's financial position and its long-term sustainability.

Requirements include a bachelor's degree in accounting, Finance Administration, or a related field, supplemented by six (6) years of progressively responsible supervisory experience at a Director or Deputy Director level; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities. A CPA, CPFO or CGFO and government experience in Florida is preferred.

COMPENSATION

The salary range is \$105,775 - \$161,660, with starting salary dependent upon qualifications. The City offers an excellent benefits package. The State of Florida does not have a state income tax.

For additional information on benefits, please visit:
<https://www.stcloud.org/84/Benefits>



TO APPLY

If interested in this outstanding opportunity, please visit our website at www.srnsearch.com and apply online. The position is open until filled.

Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with the City of St. Cloud. Candidates will be advised of the status of the recruitment following the selection of the Finance Director.

Questions regarding this recruitment may be directed to:

**Ms. S. Renée Narloch, President or
Mr. Elliott Pervinich, Vice President**
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000
www.srnsearch.com

To learn more about the City of St. Cloud, visit:

<https://www.stcloud.org>

The City of St. Cloud is an equal-opportunity employer. Pursuant to Florida's broad Public Records/Sunshine laws, applications and resumes are subject to public disclosure.

