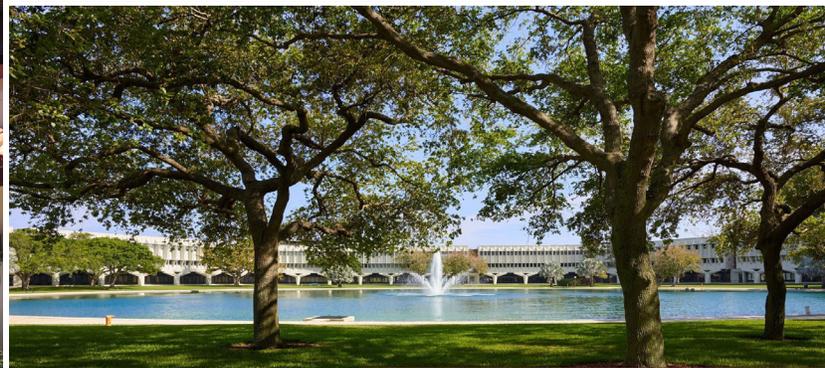




S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF BOCA RATON, FL
INVITES YOUR INTEREST IN THE POSITION OF
DEPUTY FINANCIAL SERVICES DIRECTOR

THE COMMUNITY

Located on Florida's "Gold Coast," Boca Raton is a beautiful coastal community that encompasses approximately 28 square miles. The City of Boca Raton, incorporated in 1925, is the 28th most populous city in the State of Florida and the second-largest in Palm Beach County. Boca Raton is forty miles north of Miami and approximately midway between the cities of Palm Beach and Fort Lauderdale.

This culture-rich community offers outstanding educational opportunities; diverse outlets for sports, recreation, and entertainment; and a diverse and growing economy with both corporate headquarters and high-tech start-ups, all of which contribute to the city's exceptional quality of life. Residents and visitors alike enjoy many amenities, including shops and restaurants, over 1,600 acres of beautiful parks, and best of all, 3.5 miles of exquisite public beach.

Boca Raton is a regional employment and educational destination, providing many jobs and opportunities to the area. The presence of the Boca Raton Airport, Florida Atlantic University, Lynn University, Palm Beach State College, The Park at Broken Sound, Boca Raton Regional Hospital, a thriving downtown, beaches, parks, and numerous shopping opportunities, means that Boca Raton receives a substantial daily influx of people.

The City is the location of several Fortune 500 companies and nearly 12 million square feet of Class A corporate space. Low taxes and a strong employment base ensures Boca Raton's business community continues to thrive.

With its diverse assortment of opportunities for an active lifestyle, proximity to major airports, and access to a multitude of cultural amenities, the City of Boca Raton is a destination for those seeking a great place to live, work, and play.

THE ORGANIZATION

The mission of the City of Boca Raton is to responsibly provide outstanding services to enhance its unique quality of life. The City's goals are to be financially sound; provide world-class municipal



services; have a strong partnership with the community; and be a vibrant and sustainable city.

The City of Boca Raton operates under the Council-Manager form of government with a Mayor and four Council Members elected at-large on a non-partisan basis for up to two three-year terms. The City has a stable senior management team, including the current City Manager who has served in the role for 20 years.

The City provides a full range of services, including police services, fire-rescue services, municipal services (sanitation, stormwater, roads, and traffic), recreation services, and utility services. For recreation, the City provides oceanfront beaches, two libraries, two swimming pools, golf courses, tennis courts, neighborhood parks, three community centers, and various recreational and instructional activities and classes. The City provides street and highway construction and canal maintenance, sanitation, and operates its own public utility for water and sewer. Additional City services include building inspection, planning, zoning, engineering, surveying, cemetery, as well as general administrative services.

The City's current budgeted workforce consists of over 1,800 employees. The City has a stable financial position with a AAA rating and a total FY2021 budget of \$776 million, including a General Fund of over \$187 million. The City is self-insured for health and workers' compensation insurance, as well as for general liability.

THE DEPARTMENT

The mission of the Financial Services Department is to provide competent and comprehensive financial services for the City Administration, to enable all departments to work in the best interests of the community, and to instill the City's value system among all employees to foster innovative solutions achieving an outstanding level of service. The Department manages the City's financial resources in the most cost effective and efficient manner, including providing relevant, timely financial, cash management, and debt information to the public, decision makers, and City management. Financial Services is responsible for the safeguarding of assets through appropriate controls.

The Financial Services Department is responsible for financial activities including Administration, Pension, Accounting, Treasury, Debt Management, Alarm Administration, Accounts Payable, Payroll, Purchasing, Parking Services, Compliance, and Utility Billing Customer Service managed within an operating budget of approximately \$8.6 million.

THE POSITION

The Deputy Financial Services Director is a highly responsible senior level professional position which performs accounting, financial, and administrative work assisting the Director in the planning, organizing, and operation of the Financial Services Department. The Deputy 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 Deputy Director position requires a high degree of independence and initiative, performed under general supervision, as well as supervisory responsibilities for 16 professional, technical, and clerical personnel.

The Deputy Financial Services Director responsibilities include, but are not limited to, the following:

- Assists the Financial Services Director in the establishment of goals and objectives for the department and coordinates work of the department to achieve the goals and objectives.
- Helps prepare the department's budget and monitors the expenditure of funds.
- Directs the scheduling, coordination, and completion of the City's annual financial report on a timely basis.
- Supervises the completion of schedules and work papers for the annual audit.
- Assists the Financial Services Director in the development of financing mechanisms for the City; directs the preparation of all debt schedules for the City or any additional debt information required by the general public, officials or the rating agencies.
- Performs routine to highly complex accounting work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Develops and implements accurate accounting of City funds, ensuring sufficient accountability measures for municipal accounting activities.
- May assist the City Manager's office with



the prioritizing, scheduling, and funding of various City projects.

- Oversees the accounting for various departments for specialized programs such as the motor pool, the self-insurance funds, the golf course, and the cemetery.
- Develops and implements policies and procedures pertaining to financial operations to include system and ERP functions and operations.
- Works with staff to develop processes that maximize the use and efficiency of the Utility Billing, Community Development, and/or Financial software systems.
- Directs, supervises, schedules, assigns work, supports, and evaluates subordinate staff; manages performance and provides coaching and/or counseling as necessary. Recommends hiring, disciplinary actions, and terminations.
- Oversees and ensures compliance with state required and other regulatory financial reporting.
- Monitors and/or manages debt issuance and continuing disclosure for debt to include familiarity with Municipal Securities Rulemaking Board (MSRB) and Electronic Municipal Market Access (EMMA).
 - May oversee Treasury function, cash management, pension, and investments.
 - Acts on behalf of the Director when he/she is not available.

Related tasks include:

- Directs the work efforts of the accounting staff in the analysis of the General Ledger accounts.
- Prepares the reporting and cash flow estimates for all capital projects.
- Oversees the completion of the Capital Improvement element of the City's Comprehensive Plan. Provides the financing mechanism and demonstrates the financial feasibility of the plan.
- Performs related tasks as required.

Candidates should have a thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of the principles and practices of accounting and budgeting in government; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct, and evaluate the work of subordinate employees; and ability to establish and maintain effective working relationships with City officials and associates. Candidates must have advanced computer skills and the ability to express technical ideas effectively. Familiarity with Oracle Fusion Financials and Procurement or similar software is required, with knowledge of CIS/Utility Billing or similar preferred. Knowledge of Oracle Fusion Planning and Budgeting Cloud Service (PBCS) and Human Capital Management (HCM) in particular for cost accounting or similar software is also preferred.

The Deputy Director must have a team-oriented management style, be personable, approachable, diplomatic, and politically astute. The selected candidate will have exceptional problem-solving and performance management skills.

The recruitment of the Deputy Financial Service Director represents a possible succession planning path to the Financial Services Director's position following the retirement of the Director in the next few years.

Requirements include a Bachelor's degree in Finance, Accounting, or related field and nine (9) years of experience; Certified Public Accountant (CPA) is



required. A Master's degree in Finance, Accounting, or Public Administration, as well as experience in public financial services administration and a CPFO or CGFO certification is preferred. Residency in the City is not required. The Deputy Director may be required to stay on premises during a declared state of emergency.

COMPENSATION

The salary range is \$ 102,544 - \$159,702, with a starting salary dependent on the qualifications and experience of the individual selected. The City offers an excellent benefits package. The State of Florida does not have a state income tax.

TO APPLY

If interested in this outstanding opportunity, visit www.srnsearch.com to apply online. 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 Boca Raton. Candidates will be advised of the status of the recruitment following the selection of the Deputy Financial Services Director. Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000

The City of Boca Raton is an Equal Opportunity Employer. In accordance with Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.



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