

TOWN OF INDIAN SHORES

EMPLOYMENT OPPORTUNITY

DIRECTOR OF FINANCE AND PERSONNEL

The Town of Indian Shores is a small municipality located in Pinellas County, Florida with a census population of 1,420, which rises to a seasonal level of 6,000. The Town's FY 15/16 Annual Budget is \$3.9 million dollars.

The town is seeking applicants for a Full-Time Director of Finance and Personnel. The position serves under the direct supervision of the Administrative and Finance Committee and staff supervision of the Town Administrator.

The position performs high-level administrative and financial management work as well as hands-on responsibility for Budget, Audit, Accounting, Financial Reporting, Payroll, Accounts Payable (Fundbalance Software from Tyler Technologies) Human Resources, Asset Management, Revenue Collection, Debt Management, Pensions and Insurance, along with FEMA financial reporting.

QUALIFICATIONS

- Five years Governmental Accounting and Financial Management a must.
- Bachelor's Degree in Accounting or related field with CGFO Certification preferred. Associates Degree in accounting with ten years Governmental experience acceptable.
- Reside in Pinellas County or have the ability to relocate.
- Certified in FEMA National Incident Management (or obtain within six (6) months of employment) IS – 700; IS – 800; ICS – 100; ICS – 200; ICS – 300; and ICS – 400
- Computer literate with ability to master Fundbalance Accounting Software, Excel spreadsheets, Microsoft Word, and Outlook.
- Ability to work as a management team player under staff supervision of the Town Administrator.
- Successful completion of a Pre-employment Background Check and Fingerprints along with a physical exam.

COMPENSATION

SALARY RANGE: \$59,108 TO \$88,662 DOQ

GENEROUS BENEFIT PACKAGE

Letters of Application, with full resume and completed application - which can be found on our website (www.myindianshores.com), should be mailed to:

***Town of Indian Shores, Attention: Bonnie Dhonau, Town Administrator,
19305 Gulf Boulevard, Indian Shores, FL 33785***

Letters should be marked: **DIRECTOR OF FINANCE APPLICANT.**