



City of Indian Rocks Beach

1507 Bay Palm Boulevard, Indian Rocks Beach, Florida 33785

www.indian-rocks-beach.com

ADMINISTRATIVE DIRECTOR – FINANCE DEPARTMENT/CODE ENFORCEMENT DIVISION

The City of Indian Rocks Beach is seeking a highly qualified and experienced Administrative Director. The Administrative Director is the Chief Financial Officer of the City and responsible for the supervision and strategic management of the Finance and Code Enforcement Division. The Director is responsible to the City Manager for the financial accounting of the City. This is a highly responsible managerial and administrative position involved in directing and/or performing all duties related to the City's financial accounting, cash management, and Code Enforcement operations. The Director has responsibility for special projects and grant status tracking along with the maintenance of supporting documentation. Work is carried out with wide latitude for independent judgment and initiative within the framework of charter provisions, laws, ordinances, and established policies. The person in this position is solely accountable for the fulfillment of all duties and has authority commensurate with assigned responsibilities.

ESSENTIAL POSITION FUNCTIONS

1. Serves as Finance Department head of the City and is responsible for finance, accounting, and cash management.
2. Responsible for maintaining current and accurate accounting records of City activities in accordance with accepted governmental accounting requirements and governing City laws.
3. Works with Department heads to formulate and implement policies and procedures to ensure the effective and efficient operation of the City.
4. Responsible for the proper maintenance of City bank accounts; reviews cash balances in bank accounts against cash flow requirements.
5. Responsible for timely and accurate payment of City bills.
6. Assists the City Manager in administering any bond indebtedness funds and any other special trust funds that may exist from time to time.
7. Has financial oversight for special projects, grants and other City reimbursement programs.
8. Prepares monthly financial reports on a timely basis.
9. Coordinates and assists in preparation of the City's annual budget and related matters.
10. Administers and maintains the City's capital assets and related programs.
11. Responsible for investment of City funds in compliance with the City Investment Policy.
12. Establishes and manages internal controls for safe-guarding City assets.
13. Coordinates annual audits for the City to ensure accurate and timely completion.
14. Attends and participates in various conferences, seminars, technical and committee meetings and public hearings as appropriate; attends City Commission meetings; prepares and presents reports and other information as appropriate.
15. Strategically provides oversight and management of the Code Enforcement Division.
16. Analyzes code enforcement data, ensures accurate tracking and reporting of the division.
17. Develops, implements short term, long-term code enforcement plan, programs, goals and objectives.
18. Reviews and recommends policies to the City Manager to ensure they are effective and compliant with the City Code.

19. These essential job functions are not to be construed as a complete statement of all duties performed. The Administrative Director is required to perform other job-related duties as necessary and consistent with the position.

MINIMUM QUALIFICATIONS

- ◆ Knowledge of governmental accounting and purchasing policies and procedures.
- ◆ Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to work under pressure with frequent interruptions.
- ◆ Ability to use computer software applications including word-processing, spreadsheets and databases.
- ◆ Ability to assess needs and prioritize them.
- ◆ Ability to establish and maintain effective working relationships with city officials, team members and the general public.
- ◆ Knowledge of Florida Statutes and City policies and procedures.
- ◆ Knowledge of the organization, functions and activities of municipal government.
- ◆ Ability to deal with a variety of individuals and groups with professional tact and courtesy.

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college with a bachelor's degree in Business or related field. General knowledge of City Codes and enforcement procedures. A comparable amount of training, education or experience may be considered for the minimum qualifications.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS

Must possess a valid Florida Driver's License or have the ability to obtain within (30) days of employment.

APPLICATION PROCESS:

Interested parties must complete an application which can be found under the government tab to the employment section on the City's website at www.indian-rocks-beach.com

Please submit the completed application along with a resume and cover letter.

Attention: Elizabeth Atkinson
Human Resource Specialist
E-mail: eatkinson@irbcity.com
City of Indian Rocks Beach
1507 Bay Palm Boulevard
Indian Rocks Beach, FL 33785
(727)595-2517

The starting salary will be negotiable depending upon qualifications/experience and includes an excellent benefits package. Applications will be accepted until January 22, 2026.

Smoke Free/Drug Free Workplace/EOE/VP