

The City of Sunrise, Florida

Invites your interest in the position of

DIRECTOR OF FINANCE

AND ADMINISTRATIVE SERVICES



Sunrise Civic Center Entrance

The City seamlessly blends its corporate and hometown identities, offering exceptional amenities to business owners and residents alike.

ABOUT SUNRISE, FLORIDA

The City of Sunrise is an economic powerhouse in western Broward County encompassing more than 18 square miles. As the host of Sawgrass International Corporate Park (the largest business park in South Florida) Sunrise has its own flourishing job market. Sunrise is also home to the internationally renowned Sawgrass Mills mall (the nation's largest undercover outlet mall) and the BB&T Center (among the top 15 venues worldwide in terms of ticket sales), a 20,000-seat arena that showcases the Florida Panthers NHL hockey team as well as top entertainers and events. The City is uniquely positioned in the most desirable and central location in the heart of the Miami-Dade/Broward/Palm Beach tri-county area. Sunrise is the gateway to the west coast of Florida. It is just minutes from the Fort Lauderdale beach and airport and within one hour of three major airports and three major seaports. Major roadways the Sawgrass Expressway, I-75, and I-595 all intersect in Sunrise. They all have direct linkage to the Florida Turnpike and I-95. From Sunrise, you can literally get to anywhere in the State with ease.

Sunrise was built on a foundation of business, tourism, and entertainment. It is a diverse suburban/urban community with an estimated and growing population of more than 93,000. Sunrise has become one of the leading municipalities in South Florida. Today it is a growing residential, business, commercial, and entertainment hub that continues to attract new investment. In the recent past, American Express chose to locate its new regional headquarters in Sunrise. The entrepreneurial spirit that first created Sunrise Golf Village continues to serve as the City's guide and inspiration as more companies choose Sunrise as a place to do business.

As previously mentioned, Sunrise is home to the Sawgrass Mills Mall, one of the largest retail shopping centers in the United States. Sawgrass Mills is the second most popular tourist destination in the state of Florida, after Disney World. It is estimated that Sawgrass Mills attracts approximately 40 million visitors a year. With diverse restaurants, arts, culture, shopping, nightlife, and entertainment for the entire family, Sunrise has it all!

The City provides an exceptionally high level of customer service to its residents in all service areas. One example is the Leisure Services Department which offers robust programming for community participants of all ages. The City's commitment to young families is demonstrated through its popular children's summer camp program, an active sports recreational league, and a strong commitment to open space and the Sunrise Parks System. The City has also strengthened its commitment to seniors through its dedicated Senior Center and a wide variety of adult programming and free bus transportation. Sunrise is in the process of redeveloping its municipal campus to include a new city hall, the expansion of its civic center and senior center, the creation of 'great lawn' as part of an outdoor amphitheater expansion and the building of a family aquatic facility.

GOVERNANCE AND ORGANIZATION

The City of Sunrise is governed by a Commission-Manager form of government, which combines the political leadership of elected officials with the managerial experience of an appointed administrator. The City Commission consists of five members. The Mayor and four City Commissioners are elected on a non-partisan basis to four-year terms. The City Commission exercises legislative powers that are consistent with the United States Constitution, the Florida Constitution, the Laws of the State of Florida, the City Charter, and City Ordinances and Resolutions. The City Commission is entrusted with policy-setting authority, the establishment of rules and regulations, adopting the annual budget, formulating goals and objectives, and making decisions that affect the quality of life in the community. The Commission-Manager form of government affords the unification of authority and political responsibility of the elected City Commission and the centralization of administrative responsibility in a professional administrator.

The City Manager is responsible for carrying out the policies of the City Commission and for overseeing the daily management of the City. The City Manager appoints the heads of various departments including the Director of Finance and Administrative Services. Sunrise provides a full range of municipal services including police and fire protection, emergency medical service, water, wastewater and gas services, sanitation and recycling services, storm-water services, recreational and cultural activities/events, construction and maintenance of streets and other infrastructure and general administrative services. Internal services of the City, accounted for on a cost reimbursement basis, include workers' compensation insurance, fleet management, information technology and communications services, and self-funded health insurance. The City is financially accountable for one special improvement district and one special tax district. The City's FY 2020/2021 Adopted Budget



Flamingo Park



Civic Center Aquatics Center



Civic Center Athletic Club



Public Safety Building



Sawgrass Sanctuary

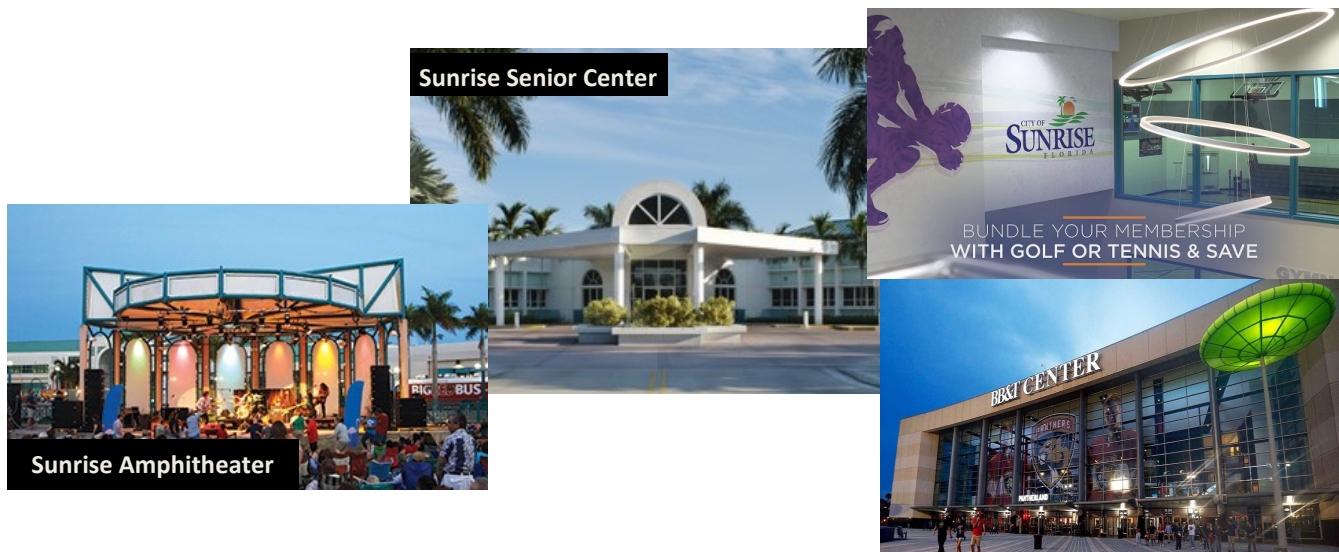
totals \$440,023,395 of which the General Fund Budget is \$138,829,395 and \$5,810,060 supports the Finance and Administrative Services Department. The City employs 1,082 FTE's. The Finance and Administrative Services Department has 85 full-time employees.

ABOUT THE DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES

The Director of Finance and Administrative Services is the City's senior level financial executive. As such, he or she is responsible for leading, directing, and supervising the City's financial operations which includes: accounting, investments, fiscal reporting, debt management, payroll, accounts payable, budget, procurement, utility billing, internal audit, and treasury functions as well as the financial activities of City departments. Emphasis of the work is on directing and formulating City financial policy, directing the preparation of the annual City budget, the City's Comprehensive Annual Financial Report (CAFR), directing the purchasing functions for the City, and directing the City's Risk Management programs. Responsibilities include assisting and advising the City Manager and department directors regarding the development of policies, and the continuous analysis and review of the policies and objectives to measure operational effectiveness for the development of new techniques designed to augment the quality and quantity of services of the City.

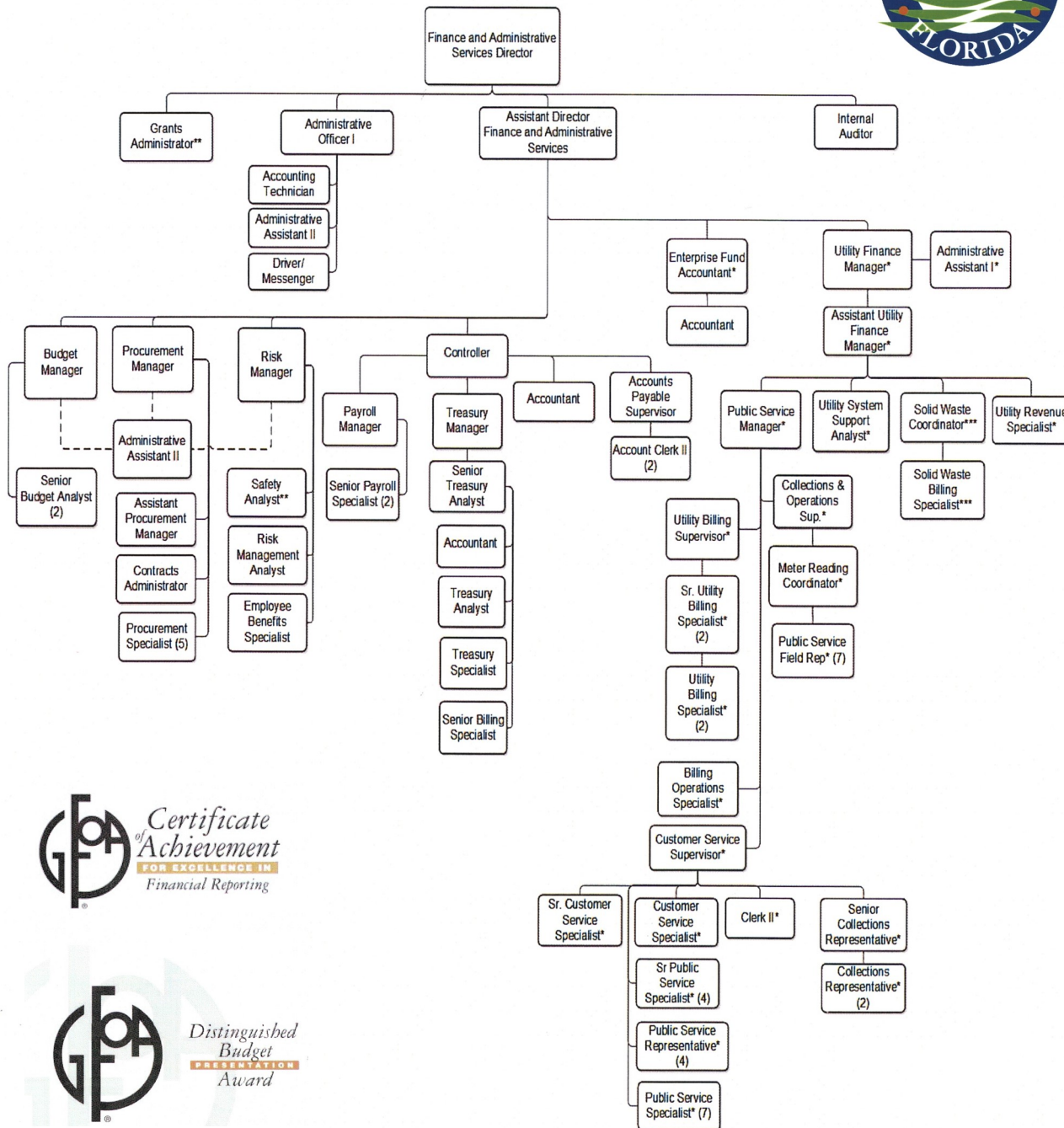
The Director of Finance and Administrative Services exercises an extensive degree of originality, initiative, ingenuity, judgment, and professional financial knowledge in formulating City financial policy and in providing senior City management with reliable information for making long and short-term policy decisions. General direction is received from the City Manager or designee, who holds the incumbent responsible for the effective management of City financial activities and for the professional management of the Finance and Administrative Services Department.

More information about the City of Sunrise, this position and Sunrise Finance and Administrative Services Department is available on the City's website at sunrisefl.gov.



FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

(85 Full-Time)



* Positions Funded by Water & Wastewater Fund (401)

** Positions Split-Funded by General Fund (001)/ Water & Wastewater Fund (401)/ Stormwater Fund (444)

*** Positions Funded by Sanitation Fund (430)



REQUIREMENTS

The City is seeking a result driven, motivated, experienced, enthusiastic, creative, and dynamic leader who will serve as a strategic partner and organizational visionary to the City's leadership in its effort to move the City forward.

Education

Graduation from an accredited college or university with a bachelor's degree in Finance, Accounting, Business/Public Administration, or a closely related field. Master's Degree preferred.

Experience and Training

At least ten (10) years of progressively responsible supervisory/management financial administration experience in accounting, cash management/investment, department management, procurement, and risk management for a governmental financial agency; Certified Public Accountant (CPA) preferred; Certified Government Financial Officer (CGFO) preferred; experience with Tyler Munis is preferred.

To succeed in this position, the selected candidate will be articulate and have outstanding written and verbal communication skills as well as the ability to make public presentations and address elected officials and staff at all levels of the organization.

Ideal Candidates will have the following Knowledge, Skills and Abilities:

- Thorough knowledge of the principles of finance, accounting, and organizational analysis.
- Thorough knowledge of federally mandated Governmental Accounting Standards Board (GASB) financial reporting regulations
- Thorough knowledge of the principles of public and business administration and their application to government accounting.
- Thorough knowledge of all federal, state, and local laws, ordinances, and regulations pertaining to the fiscal management of government agencies.
- Thorough knowledge of federal, state, and local laws pertaining to financial reporting of City departments.
- Thorough knowledge of the rules, regulations and statutes pertaining to investment of public funds.
- Considerable knowledge of internal control systems and their application to the development and installation of government accounting systems.





“Our City shines and we understand in order to shine brighter; we must continue to recognize our employees as one of our most valuable assets. The City of Sunrise takes great pride in recruiting future employees and developing and retaining current ones by offering our comprehensive compensation and benefits package throughout an employee's career.”

From the City's Senior Management Benefits Summary Brochure

COMPENSATION AND BENEFITS: The starting salary will be between \$143,144.24 - \$197,326.61 annually. Senior Management Benefits are excellent and include City-paid medical benefits including 66.66% City paid dependent coverage, retirement, longevity, 5% supplemental pay, an attractive paid time off program including cash out provisions, auto allowance, tuition reimbursement and more.

TO APPLY: This position will remain open until filled. The City is anxious to fill it as soon as possible. If interested, you are encouraged to submit your resume and cover letter with current salary without delay to slavin@bellsouth.net.

For additional information please contact either:



Robert E. Slavin or Barbara Lipscomb

SLAVIN MANAGEMENT CONSULTANTS

3040 Holcomb Bridge Road #A1

Norcross, GA 30071

Phone: (770) 449-4656



Note: Under Florida law, all applications are public record once submitted. However, as a practical matter the media generally does not show interest in most management level positions.

The City of Sunrise is an Equal Opportunity Employer and strongly encourages minorities and women to apply. It is also a drug-free workplace.