



FINANCE DIRECTOR POSITION TOWN OF BAY HARBOR ISLANDS, FLORIDA

The Town of Bay Harbor Islands is hereby actively recruiting applicants for the position of Finance Director.

The Town of Bay Harbor Islands was founded in 1947 by the Shepard Broad family. The Town also known as "*The Best Kept Secret on the Water*" is a two-island vibrant and progressive community located in the heart of Biscayne Bay, nestled between the cities of North Miami, Bal Harbor and Surfside. The Town holds a residential population of approximately 6,000 and is home to A+ rated Ruth K. Broad Elementary School. The Broad Causeway corridor which runs through the heart of Bay Harbor, boasts exclusive shopping, top notch businesses and fine dining all within a picturesque and charming island atmosphere.

The Town incorporates a Council/Manager form of government with the Finance Director appointed by and working under the director of the Town Manager. This is the highest administrative, supervisory, and operational position in the Finance Department. He/she supervises all activities of the Budget and Finance Department, including preparing analysis and projections; maintaining integrity of the integrated financial information system; making long- and short-range plans; and administering the Town's retirement plans, including monitoring investment advisors and custodian bankers.

The successful candidate must possess a minimum of a Bachelor's Degree (preferably a Master's degree) in Finance, Accounting, or related discipline; supplemented by ten (10) years related experience performing similar duties in governmental finance, accounting, budgeting, pension plan administration, purchasing administration, and Florida tax law, including five (5) years of supervisory experience. CPA certification is a plus as well as prior success obtaining GFOA / CAFR budget awards.

The successful candidate must also have the following skills or attributes: excellent oral and written communication, team player, encourages training and mentoring, impeccable integrity and ethics, innovative, technological, forward thinker & strategic planner. The annual salary range for this position is \$110k – 140K depending upon qualifications. The Town offers excellent benefits such as health, vacation, and pension through the Town's private retirement system.

Interested professionals should electronically submit (via email-PDF format) Cover Letter, resume and 5 professional references or letters of recommendation to Mrs. Jenice Rosado, Human Resource Manager: jrosado@bayharborislands-fl.gov on or before noon on December 2nd, 2020. Interviews are expected to take place December 14-18th. The Town is an Equal Opportunity Employer.