



DEPUTY FINANCE DIRECTOR

The City of South Portland is currently seeking a full time Deputy Finance Director to join our Finance Department.

Job Summary: This is high level responsible management work of city finance operations, performed under the general direction of the Finance Director and in accordance with applicable policies and procedures. The incumbent is responsible for assisting the Finance Director in the management of the Finance Department, including direct management and oversight of general accounting, AP/AR, treasury, payroll, and auditing activities. This position also manages the annual financial audit process.

Supervision Received/ Exercised: Work with considerable discretion and independent judgement under the general supervision of the City Finance Director. This position directly supervises and evaluates professional finance and accounting staff.

Minimum Qualifications:

Education: Bachelor's degree in Accounting, Finance or related field required. Master's Degree in a finance or business discipline, Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) is a plus.

Experience: At least five (5) years of related experience working in municipal government, with experience in governmental audit or non-profit accounting considered. At least three of those year must include supervisory experience. Experience with Tyler Munis software is a plus.

Must possess and maintain a valid State of Maine Class "C" driver's license throughout employment.

A flexible schedule with the ability to attend evening, and occasionally weekend meetings is required.

Benefits: The City of South Portland offers competitive pay and a robust selection of employee benefits, including an excellent health plan with affordable family coverage, matched retirement options, dental, vision, life, income protection, long term disability, flexible spending accounts and more. The City also offers health insurance "payment-in-lieu" and professional development opportunities. We offer thirteen (13) paid holidays, fifteen (15) sick days annually, two (2) personal days, and vacation commensurate with relevant experience. The City of South Portland is proud of its talented and dedicated workforce and provides employees with inspiring leadership; stability; a positive, family friendly workplace where work/life needs are valued and supported; and the support, encouragement and tools for successful careers. The City of South Portland values diversity and inclusion in the workplace, and embraces sustainable operations. Come join our team dedicated to service excellence!

Starting salary range: \$38.47 - \$46.83/hour (\$75,016.76 - \$91,318.76/annual) depending on experience. The position is eligible for annual step increases, and possible annual cost of living increases as approved by the City Council.

A complete job description is available on our website at www.southportland.org.

Application materials will be accepted and reviewed on a rolling basis. First round of interviews will be determined for all who apply on or before Friday, August 26, 2022 at 4:00 PM.

To apply you may email a cover letter and resume to apply@southportland.org

You may also file an application using our fillable pdf at <https://www.southportland.org/departments/human-resources/job-opportunities/>

You may also mail a resume with cover letter and three professional references to:

City of South Portland
Karla Giglio, Human Resources Specialist
25 Cottage Road
P. O. Box 9422
South Portland, ME 04116-9422

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