

**CITY OF NEPTUNE BEACH**  
**JOB ANNOUNCEMENT**  
**Finance Director – FULL TIME**

**DESCRIPTION**

The City of Neptune Beach is seeking a qualified individual to fill the position of Finance Director. The Finance Director is appointed by the City Manager and reports directly to the City Manager. This executive level position is an “At-Will” position that serves at the pleasure of the City Manager. The Finance Director is a key member of the City’s Leadership team; provides overall leadership and is responsible for performing a variety of complex supervisory, professional, administrative and technical accounting/finance functions in maintaining the City’s fiscal records/systems.

**QUALIFICATIONS**

Qualified candidates will have a Bachelor’s degree from an accredited college or university in Accounting, Finance, or Business Administration plus five (5) to seven (7) years of experience in municipal finance administration and three (3) years in management of professional accounting/finance staff. Certification as a Certified Public Accountant (CPA) is preferred. Starting salary is dependent upon qualifications. Must be able to pass a pre-employment drug test and thorough background check. Must possess a valid Florida driver’s license.

**APPLICATION PROCESS**

Qualified applicants may obtain an application here; <http://ci.neptune-beach.fl.us/> Hard copy applications must consist of a cover letter outlining qualifications, resume and city application including three (3) professional references. Deadline for applications is:

**OPEN UNTIL FILLED**

If unable to obtain application online, contact the City of Neptune Beach directly at (904) 270-2400, extension 30 or email:

Catherine Ponson  
City Clerk  
116 First Street  
Neptune Beach, Florida 32266  
[clerk@nbfl.us](mailto:clerk@nbfl.us)

EOE

**If claiming veteran's preference you must attach the correct DD-214 (Form 4) for consideration.**