

**THE CITY OF CAPE CORAL  
FLORIDA**



**INVITES YOUR INTEREST IN THE POSITION  
OF**

**CONTROLLER**

## **THE COMMUNITY**

The City of Cape Coral, incorporated in 1970, is located on the southwest coast of Florida, in Lee County. The City is approximately 125 miles south of Tampa, at the mouth of the Caloosahatchee River. The City is principally a residential, recreational and vacation community. Two bridges connect to central and south Fort Myers and the commercial district, and one bridge to the north of the City connects it with Fort Myers, the county seat. This peninsular city lies between the scenic Caloosahatchee River, Charlotte Harbor and the Intra-coastal waterway.

Cape Coral is one of the nation's first master-planned communities. It is the third largest city in Florida in land area, encompassing 115 square miles. The most populated city in Southwest Florida, Cape Coral has an estimated permanent population of 163,126 as of September, 2006. Approximately 47% of the total land area of the City is presently developed.

The U.S. Census Bureau identified the City as the fifth fastest-growing city in the nation for cities with populations greater than 100,000. The population is an active one and younger than many people realize. What began as a traditional retirement community has become one of Florida's most attractive areas for young families as well.

In addition to broad boulevards and paved streets, the City is interlaced with over 400 miles of waterways, providing home sites with access to the intra-coastal waterway and the Gulf of Mexico. Recreational facilities are provided by a number of City-owned parks, a City-owned municipal golf course, a City-owned yacht club and community park, and a City-owned waterpark.

Strategically situated midway between Tampa and Miami, Cape Coral serves a major distribution role between the two cities. It has emerged as a secondary market for manufacturers who need to distribute goods throughout other parts of Florida, the southeastern United States and the world.

For additional information concerning the City of Cape Coral, please visit the City's website at [www.capegov.org](http://www.capegov.org).



## **CITY GOVERNMENT**

The City of Cape Coral operates under a Council-Manager form of government. The Mayor and Council appoint a City Manager who serves as the chief administrative officer of the City.



## **FINANCIAL SERVICES DEPARTMENT**

The Financial Services Department is responsible for development and implementation of a comprehensive financial management system for the City to include centralized accounting, financial reporting, budget services, procurement services and program performance evaluation.

The Department oversees treasury, debt management, payroll administration, grant coordination and reporting, capital assets reporting, activity-based costing, budget management and administration, procurement, assessment development and management, customer billing services

and coordination of the annual audit by independent certified auditors.

### **THE POSITION**

Under the general direction of the Financial Services Director, the Controller supervises the accounting functions of the City including its assets, liabilities, fund balances/retained earnings, revenues and expenses. This includes its Governmental Funds (General, Special Revenue, Debt Service and Capital Projects), Proprietary Funds (Water and Sewer, Stormwater, Yacht Basin, Golf Course, and Waterpark), and Fiduciary Fund (Pension Trust Funds). The Controller manages 22 employees and an operational budget of \$1.5 million.

Specific responsibilities include the following.

- Responsible for investment management by maximizing the City's cash flows and returns on investments by coordinating the City's investment transactions with its Investment Advisor.
- Monitors the various forms of debt (general obligation, revenue, special assessments, notes, etc.) of the City. Works with the City's Financial Advisors in optimizing the current and future debt structure of the City.
- Prepares the Comprehensive Annual Financial Report.
- Designs and prepares financial reports, schedules, and statements as required to demonstrate financial conditions, compliance with legal and regulatory provisions, and reconciliation of accounting transactions and data.
- Develops responses to all internal and external accounting audit findings and recommends corrective action to the Financial Services Director. Ensures corrective action is taken regarding these responses.
- Prepares and presents necessary correspondence to City Council and other committees as needed.
- Evaluates and establishes internal control policies and procedures over accounting functions.

- Prepares and supervises the preparation of written accounting policies and procedures (or changes to policies and procedures) and provides input in the development and updating of City accounting policies and procedures.
- Performs the hiring, promotion, disciplinary action, and firing and performance evaluations of subordinate staff.
- Coordinates the development and updating of the computer applications used for the City's accounting system.
- Disseminates City correspondence, memorandums, events, meeting information, etc. to subordinated staff so as to promote effective communications within the Accounting Division.
- Approves the preparation of monthly adjusting journal entries and year-end closing and adjusting journal entries.
- Provides financial support and assistance to City departments, as needed.
- Prepares annual budget for the Accounting Division in coordination with the Budget Division.



### **CHALLENGES AND OPPORTUNITIES**

The Controller will be actively involved in selecting and implementing a new financial system.

## **THE IDEAL CANDIDATE**

**Education** ♦ A Bachelor's degree in Finance, Accounting, Administration, or closely related field. Master's Degree in Public Administration or Business Administration preferred. Applicant must hold an active designation as a Certified Public Accountant (CPA).

**Work Experience** ♦ A minimum of five (5) years related experience in finance accounting, financial statement preparation, or related field. Government experience is required. Schools experience is desirable.

### **Desired Knowledge, Abilities, Attributes, Skills**

- Has considerable knowledge of financial applications, accounting, public administration, budgeting, management information systems and procurement
- Overall skills in personnel administration, management application, and public finance and budget to include strategic planning, delegating, problem solving, listening and analyzing information
- Has extensive knowledge of advanced modern office support functions
- Has thorough knowledge of principles and practices of effective administration, to include directing, planning, evaluating, and organizing
- Has thorough knowledge of business English, the application of such to a variety of formats and styles, and editing principles and techniques
- Has considerable knowledge of effective management principles and techniques
- Is skilled in both written and oral communications for effective expression and clarity
- Is able to demonstrate consistent tact and courtesy in frequent public contact
- Is able to manage administrative projects/programs ranging from moderate to highly complex in nature

- Is able to exercise judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures
- Is able to establish and maintain working relationships with all levels of local government
- Is a team player
- Possesses change agent skills
- Has a high energy level and seeks challenges
- Is an active advocate of process improvement
- Thinks "outside the box"

## **COMPENSATION**

The starting salary for the position is up to \$85,862, DOQ.

## **HOW TO APPLY**

Cover letter, resume, and salary history by September 14, 2007 to: **Tom D. Freijo, Ph.D., Senior Vice President, The Mercer Group, Inc., Freijo@Mercerfl.com P.O. Box 9328, Winter Haven, Florida 33883. TEL: (863) 299-3571 FAX: (863) 299-6737.** The City of Cape Coral is an Equal Opportunity Employer. Preference in initial employment shall be given to eligible veterans and spouses of veterans. Applicants should be aware that applications in Florida become a matter of public record upon receipt.

