

FINANCE DIRECTOR

JOB DEFINITION

A skilled supervisory position responsible for maintaining all accounting records office records, and files. Compiles financial and budget reports and related data and maintains general office and accounting functions. Performs all tasks necessary to administer and enforce the responsibilities required by law of the Finance Department. Under the direct supervision of the City Manager.

PRINCIPLE DUTIES

Performs all necessary tasks to administer the daily operations of the Finance Department.

- Prepares reports and studies as required by the City Manager, or City Commission.
- Supervises personnel and work assignments of the department.
- Maintains general ledgers, supervises posting of subsidiary ledgers.
- Reviews and finalizes all posting of account classifications.
- Compiles financial reports and data.
- Maintains fixed asset ledgers.
- Prepares and reviews data for budget execution reviews.
- Prepares for and assists in the annual audit.
- Attends educational courses from time to time on municipal finance and other related topics.
- Maintains accurate and up to date files, records, invoices, and purchase orders.
- Types letters, forms, memos and reports.
- Operates computer, calculator, typewriters, radios, telephone and other office machines.
- Work independently on confidential assignments.
- Completes timely performance appraisals on department personnel.
- Other duties as assigned from time to time.

JOB QUALIFICATIONS

- Must be at least 18 years of age.
- Minimum education of Bachelors Degree or higher in Accounting or a related field or a combination of education, training and experience.
- Must have at least seven years of experience in Governmental Accounting.
- Must have five or more years of supervisory experience, preferably in a Governmental setting.
- Must have advanced knowledge of computerized accounting systems.
- Must complete City employment application.
- Must pass background check including job-related credit, previous employment and personal references.
- Must be able to work department hours and occasional overtime.

**JOB QUALIFICATIONS
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- Must be able to travel out of town for training, seminars, meetings, etc., with the possibility of overnight stays.
- Must pass job-related physical examination (see attached sheet for requirements).
- Must possess, or have the ability to obtain, a valid Georgia Drivers License with a clean driving record.

DESIRED JOB CHARACTERISTICS

- Dependable
- Neat and clean in appearance
- Ability to establish and maintain an effective working relationship with other employees, supervisors and the general public.

SIGNATURE

DATE