

FINANCE DIRECTOR

JOB DEFINITION

A skilled supervisory position responsible for planning, directing, overseeing and maintaining all of the activities and operations of the City's Finance Department including general ledger, accounts payable, payroll, utility billing, accounts receivable, payment processing, grants administration, and fixed assets. Performs all tasks necessary to assure compliance with federal and state laws and regulations, GASB rules, and other professional standards governing municipal finance administration. Under the direct supervision of the City Manager.

EXAMPLES OF DUTIES

Performs all necessary tasks to administer the daily operations of the Finance Department. Typical duties may include, but are not limited to, the following:

- Prepares reports and studies as required by the City Manager or City Commission.
- Supervises the members of the Finance Department and their work assignments.
- Coordinates and leads the annual audit process & liaises with external auditors.
- Selects and manages accounting and billing software systems and their implementations.
- Develops, implements, and maintains accounting and administrative policies and procedures for the Finance Department.
- Maintains general ledgers and supervises posting to subsidiary ledgers.
- Reviews and finalizes all posting of account classifications.
- Prepares financial reports for internal and external users.
- Maintains fixed asset ledgers.
- Prepares, analyzes and compiles data for budget development and executive reviews.
- Attends conferences, educational courses, and meetings on municipal finance and other topics relevant to the City's financial operations.
- Maintains accurate and up to date files, records, invoices, purchase orders and other documents in compliance with record retention policies.
- Works independently on confidential assignments.
- Other duties as may be assigned from time to time.

JOB QUALIFICATIONS

- Minimum education of a Bachelor's Degree in Accounting or related field or an equivalent combination of extensive education, training and experience. CPA preferred.
- Must have at least seven (7) years of increasingly responsible experience in Governmental Accounting and five (5) or more years of supervisory experience preferably in Governmental Accounting. Working knowledge of utility billing is a plus.
- Advanced knowledge of computerized accounting and billing systems.
- Demonstrated knowledge of office technology including computers, printers, scanners, and other device and machines common in a modern workplace and their software

JOB QUALIFICATIONS, CONTINUED

programs and applications.

- Ability to establish and maintain an effective working relationship with City management, other employees, and the general public.
- Ability to work with minimal supervision.
- Ability to effectively and professionally communicate both verbally and in writing.
- Ability to work department hours and occasional overtime.
- Ability to travel out of town for training, seminars, meetings, etc., with the possibility of overnight stays.
- Must possess, or have the ability to obtain, a valid Georgia driver's license.
- Completion of a City employment application.
- Successful completion of a background check including job-related credit, previous employment, and personal references.
- Successful completion of a job-related physical examination.

DESIRED CHARACTERISTICS

- Dependable
- Ethical
- Adaptable
- Professional
- Analytical

SIGNATURE

DATE