



Classification Title: **Finance Director**

Term of Appointment: Full-time position

Compensation: Depend on Experience (DOE)

### **General Nature of Work:**

This position is responsible for the core financial functions and computer systems of the City including overall financial management, accounting, reporting, budgeting, payroll, procurement, internal auditing and financial record keeping. This position is under the direct supervision of the City Manager.

- Plans, directs, and supervises City employees engaged in the financial management, accounting, reporting, budgeting, computer operations, payroll, grants administration, internal auditing and financial record keeping for the City.
- Schedules, assigns, inspects, and evaluates work; instructs and trains in correct methods and procedures; monitors work daily; reviews and evaluates employee performance.
- Directs the methods and procedures for all financial accounts, designates financial accounting records as may be deemed necessary with the authority to make changes in implementation and maintenance.
- Develops, installs and maintains accounting, computer and budgetary systems which provide control of expenditures within all applicable guidelines, rules, regulations, legal constraints and budgetary controls.
- Directs and participates with independent auditors in annual audit of City financial transactions.
- Plans long range goals, objectives, organizational structure and overall financial direction of City departments.
- Provides direction and assistance to department staff and departments in the preparation and presentation of the City's annual budget, financial audit reports, revenue administration and treasury management, implementation of auditor recommendations, and development of Citywide policies and procedures.
- Provides technical advice, counsel and direction to the City Manager and department heads as necessary to ensure effective administration and implementation of City-approved policies, plans, procedures and systems, files various financial Federal and State reports.

- Prepares and reviews monthly, quarterly and annual balance sheets, and schedule of revenues and expenditures; presents report to the City Manager
- Research financing options for the City and makes recommendations to the City Manager
- Invests municipal funds and closely monitors to maximize return within prudent guidelines for the City.
- Reviews the general ledger system for proper entries and compliance with State and Federal regulations; prepares necessary reports.
- Develops and recommends annual department operating budget; monitors and administers approved budget; assists in development of and advises Mayor, City Council and City Manager on annual operating budget and capital expenditures.
- Approves invoices for payment.
- Trains staff on changes in regulations, information systems and general accounting principles as related to each function within the Finance Department as needed.
- Implements and installs all changes to the financial reporting system, as required.
- Represents the City at various functions including community functions and business meetings with other organizations.
- Works with the public regarding City finances and collections; explains and enforces City policies and procedures regarding finances.
- Performs other related duties as assigned.

### **Minimum Qualifications**

Minimum qualifications: Bachelor's or Master's degree in Accounting, Finance, or related field from an accredited four-year college or university, CPA certification preferred; ten (10) years of progressively responsible management experience in public/local government financial management; valid State of Georgia Driver's License; acceptable MVR and criminal history, equivalent combination of education and experience.

Five years of experience in municipal financial management; team oriented, ability to instill a sense of customer service and responsiveness in subordinates; municipal supervisory experience; experience in accounting cash and investments, debt management, property tax, purchasing, municipal court and knowledge of Tyler Incode and Questica are preferred.

### **Knowledge Required by the Position**

- Advanced knowledge of public accounting, utility accounting, fixed assets accounting, finance, budgeting and auditing principles, procedures and techniques.
- Advanced knowledge of principles and practices of public financial administration, including budget preparation;
- Advanced knowledge of statistical methods, techniques and financial report preparation;
- Advanced knowledge of computerized financial system design and analysis;
- Advanced knowledge of principles and practices of fund investing procedures and cash management;
- Knowledge of administrative practices and principles including goal setting, program budget development and implementation;

- Knowledge of City ordinances, City investment policies and bond agreements, property tax allocation, Federal and State payroll taxes and laws governing local governments;
- Knowledge of general office procedures, policies and equipment;
- Skill in effective and clear oral and written communications about the City's finances to individuals and groups;
- Ability to interpret and apply related Federal, State and local laws;
- Ability to apply sound administrative and fiscal practices;
- Ability to write clear, comprehensive explanatory texts to accompany financial reports;
- Ability to prepare accounting/financial data projections;
- Ability to present ideas effectively orally and in writing;
- Ability to supervise the work of departmental staff including coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplining staff; and processing grievances;
- Ability to establish and maintain effective working relationships with staff, other City employees/ departments, City officials, and the public;
- Ability to act as a financial advisor to the Mayor and City Council.

**Supervisory Controls:** The Mayor and City Council assign work in the form of broad policy statements. The position is under direct supervision of the City Manager.

**Guidelines:** Guidelines include governmental Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards (GAS), State and Federal laws and regulations governing municipal financial administration, City and departmental rules and regulations, and City ordinances, policies and procedures. These guidelines are sometimes clear and specific but may require interpretation in application.

**Complexity:** Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents.

**Scope and Effect:** The purpose of this position is to plan and direct the financial operations and management of the City. Successful implementation ensures effective administration and implementation of approved financial policies, procedures, plans and programs.

**Personal Contacts:** Contacts are typically with co-workers, auditors, elected officials, City employees, other local government officials and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information, resolve problems, and provide services.

**Physical Demands:** The work is typically performed with the employee sitting at a desk with intermittent standing or walking. The employee occasionally lifts.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** This position has direct supervision over professional and clerical departmental staff.