Job Title:	Director of Finance
Department/Group:	Finance Department
Level/Salary Range:	$65,000 to $80,000 yearly + benefits

General Purpose

This position is responsible for the overall planning, directing, and supervising of administrative and clerical personnel and services of the Finance Department.

Supervision Received

Works under the general supervision of the City Administrator

Job Description

ROLE AND RESPONSIBILITIES

- Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; conducts staff meetings; confers with assigned staff, assists with solving complex issues/ situations, and provides technical expertise in OpenRDA the City's current accounting program.

- Supervises assigned staff; performs a variety of administrative duties associated with supervising staff, to include assigning work, providing guidance and direction, evaluating performance, and taking disciplinary action as necessary; provides ongoing training opportunities.

- Preparation and presentation of the City's annual millage rate, financial reports, and revenue administration; ensures monthly budget reports are provided for Mayor and City Administrator; facilitates City's various financial audits.

- Directs the allocation of department financial resources; develops annual operating and capital expenditure budgets for the department; oversees and provides guidance to managers regarding the development of department budgets and their incorporation into the City budget; directs the allocation and expenditures of the approved budgets; reviews and submits budget amendments as necessary; analyzes trends and forecasts revenues.

- Consults with City Administrator, Mayor, and City Council to review department operations/ activities, review/ resolve problems, receive advice/direction, and provide recommendations; creates budget amendments, and other documents being submitted and/or presented to the City Council; provides activity and status reports, updates, study findings, and recommendations to the Council regarding department operations, programs, and services; provides guidance and advice regarding the functions of the department, programs, and related issues; drafts new legislation and/or City ordinances as appropriate.

- Oversees property tax and sanitation fee collections; reviews payment of purchase orders and other forms of disbursement in accordance with budget parameters set by the governing body; manages and monitors cash flows to ensure adequate liquidity; opens, closes, or modifies bank accounts as needed and invests funds; maintains positive relationships with respective financial institutions.

- Coordinates and communicates department activities between departments, external agencies, consultants and contractors, and the public; establishes and maintains work relationships, which are collaborative, responsive, and effective.

- Facilitates the preparation of programmatic and financial reports required by federal, state, and non-profit agencies: reviews grant award agreements for reporting requirements, budget stipulations, and special terms/conditions; establishes accounting structure for grant awards; maintains schedule of required reports and due dates; reviews and approves grant financial and reimbursement reports, grant funded payment vouchers, and transfers of funds to grant accounts; and maintains access to grant related electronic reporting systems.

- Coordinates audit efforts for grant programs: communicates with granting agencies on financial and programmatic issues; oversees completion of all grant reporting requirements; oversees hiring of consultants to conduct audits; prepares draft audit reports for auditors; facilitates corrective action plans to address deficiencies identified through site visits, audits, and other monitoring activity; coordinates with City departments on information required by consultants; reviews data and information submitted by departments for consultants; ensures submission of audit reports to Federal, State and County agencies by mandated due date.

- Performs the duties of subordinate personnel as appropriate and necessary.

- Performs other duties assigned by the City Administrator.

- Performs other related duties as required.

ADA MINIMUM QUALIFICATIONS

- **Physical Ability:** Essential functions of this position continuously require the ability to remain in a stationary position (sitting or standing); operate a computer and other office machinery, such as a calculator, copier, and printer. Incumbents must continuously be able to think analytically; handle stress and emotion, concentrate on tasks, remember names and other details; examine and observe details; make decisions, and adjust to change. Incumbents must also continuously direct others; meet deadlines; stay organized; use math/calculations and use a keyboard/type.

- Essential functions frequently require the ability to move about inside the office; and move/transport items up to 10lbs.

- Essential functions occasionally require the ability to bend body downward and forward by bending spine and legs, and twisting at the waist, hips or knees; reach overhead; push or pull; and repetitively use hands/arms/legs. Incumbents in this position are occasionally required to be on-call and work irregular hours.

Sensory Requirements: Essential functions regularly require the ability to use effective verbal and written communication; and use of hand/eye coordination and fine manipulation to use equipment.

Environmental Factors: Essential functions of this position continuously require the ability to either work with others or work alone.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Business Management, Finance, Public Administration or related field; five years of related experience; three years of supervisory experience preferred; State of Georgia certified local

government finance officer preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS
- Valid Driver's License from state of residency.

KNOWLEDGE AND SKILL REQUIREMENTS

- Knowledge of government accounting, fixed assets accounting, finance, budgeting and auditing principles, procedures and techniques;
- Knowledge of laws and procedures for publication of notices and ordinances;
- Knowledge of event and meeting planning procedures;
- Knowledge of City ordinances, City investment policies, property tax allocation, Federal and State laws governing local governments;
- Knowledge of municipal laws, policies, codes and regulations pertaining to municipal court;
- Knowledge of the legal requirements related to keeping and preserving Council minutes and all official City records;
- Knowledge of supervisory and management practices;
- Ability to understand complex legal issues and requirements;
- Ability to handle confidential matters with discretion;
- Ability to gather, organize and analyze data from multiple sources;
- Ability to prepare clear and concise reports;
- Ability to understand and follow oral and written instructions;
- Ability to produce verbal and written communications clearly and effectively; and
- Ability to establish and maintain effective working relationships with City employees, City officials and the public.

ADDITIONAL NOTES

- **This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**