



## **FINANCE DIRECTOR**

### **JOB SCOPE:**

This position compiles, monitors, verifies and reconciles all financial data in the City's accounts receivable, accounts payable, general ledger, and collection services for various taxes and license fees. Work involves planning for city budget creation. Work is performed under direct supervision of the City Manager.

### **MAJOR DUTIES:**

- To support the vision, mission and guiding principles of the City of Clarkston.
- Knowledge of City, County, State, and Federal ordinances, laws, regulations and administrative policies governing municipal financial management programs; principles and practices of accounting, budgeting, and purchasing in government; and financial management software applications, systems and reporting programs.
- Ability to formulate long-range fiscal plans and to develop, plan, direct, and evaluate comprehensive financial management programs.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do within the context of existing organizational theories and management principles.
- While performing any procedure, all employees and contract personnel must observe applicable Safety, Health, and Environmental rules and guidelines. The use of appropriate personal protective equipment is required.
- Attend and participate in training opportunities and seminars relevant to this position.
- Adhere to appropriate company operating procedures, benefit rules, employment, and safety policies/practices.
- Plans and directs financial management and operations, accounting, reporting, budgeting, payroll, benefits administration, cash management, risk management, internal auditing and financial record keeping of the City;
- Prepares monthly financial statements and the Comprehensive Annual Financial Report;
- Provides direction and assistance to department staff and other City departments in the preparation, design and presentation of the City's annual budget, financial reports, revenue administration, treasury administration, implementation of auditor recommendations and development of City-wide policies and procedures;
- Assists in facilitating City financial audit process;
- Oversees daily financial operations, including accounts payable, accounts receivable, receipts, tax receipts, fiscal management, fixed assets, casualty and property insurance, cash management, and debt service;
- Manages the investment portfolio and investment schedule;
- Prepares risk assessments and insurance requests for proposals for property and casualty

insurance; negotiates premiums with vendors; prepares reports for auditors; files insurance claims;

- Files various financial Federal and State reports; assists in development of capital expenditures and annual operating budget; including preparation of an annual and multi-year forecast;
- Develops and maintains accounting/budgetary systems that provide control of expenditures within all applicable guidelines, rules, regulations, legal constraints and budgetary controls;
- Implements and installs all changes to financial reporting system, as required;
- Works with the public regarding City finances; explains and enforces City policies and procedures regarding finances;
- Facilitates occupation tax, business licenses and insurance license collections process; identifies and reconciles late payment issues; maintains communication logs for outstanding accounts; verifies and applies payments; calculates taxes and fees for billing;
- Attends City Council meetings, budget hearings, etc.;
- Performs related work as required.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of public accounting, fixed assets accounting, finance, budgeting and auditing principles, procedures and techniques;
- Knowledge of principles and practices of public financial administration, including budget preparation;
- Knowledge of Governmental Accounting Standards Board Pronouncements;
- Knowledge of Fund Accounting and “Due To” and “Due From” Principles
- Knowledge of AICPA-SAS Pronouncements;
- Knowledge of statistical methods, techniques and financial report preparation;
- Knowledge and application of computer hardware and software operations as they pertain to accounting and financial functions;
- Knowledge of principles and practices of fund investing procedures and cash management;
- Knowledge of bond financing and ratings, trend analysis and financial forecasting;
- 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 modern office practices, methods, equipment, and standard clerical procedures;
- Knowledge of Georgia record maintenance and retention laws;
- Knowledge of statistical methods, techniques and financial report preparation;
- Knowledge of laws and procedures for facilitating City contracts;
- Knowledge of City codes, rules and processes pertaining to occupational business licenses and alcohol permits;
- Ability to manually calculate tax bills and perform complicated mathematical calculations and analyses;
- Ability to interpret and apply related Federal, State, and local laws;

- 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 and maintain important records;
- Ability to write clear, comprehensive explanatory texts to accompany financial reports;
- Ability to prepare accounting/financial data projections;
- Ability to establish and maintain effective working relationships with City Manager, City employees, City officials and the general public.
- Ability to act as a financial advisor to the City Manager, Mayor and City Council.

**Supervisory Controls:** Work is performed under the general supervision of the City Manager and reviewed through the inspection of records and the evaluation of the efficiency and effectiveness of operations.

**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 clear and specific, but may require some 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. Work consists of using governmental accounting principles and related administrative and technical tasks.

**Scope and Effect:** This position is accountable for the accuracy and professional integrity of the City's financial systems, compliance requirements, financial reports and analysis, and advice given. Work is performed according to detailed and complex policies, regulations and/or accounting principles requiring some independent judgment in interpretation and application.

**Personal Contacts:** Contacts are typically with City Manager, City Clerk, Mayor, City Council, Department Directors, auditors, other City employees and the general public.

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

**Physical Demands:** The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

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

**Supervisory and Management Responsibility:** The Finance Director does have supervisory responsibilities over assigned staff.

**MINIMUM QUALIFICATIONS:**

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

Bachelor's degree in Business Administration, Public Administration, Finance, Accounting, or related field; six (6) years of progressively responsible management experience in public/local government financial management; Master's degree a plus. CPA desired; equivalent combination of education and experience.

The Finance Director starting pay ranger will be \$100,000 to \$125,000 based upon the chosen candidate's qualifications and experience. The City of Clarkston also offers an attractive benefits package, including health benefits, retirement plans, and paid leave. Interested candidates should submit a resume, cover letter, and professional references, via this online portal:

<https://www.cognitofrms.com/CityOfClarkstonGA/EmploymentApplication>

**This position is open until filled.**

**EQUAL OPPORTUNITY EMPLOYER:**

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

**IMPORTANT:** By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

***No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.***

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.