**Class Code:**

**FSLA: Exempt**

**Job Title:** Finance Director

**Department:** Finance

**Job Summary**

The purpose of the Finance Director is overseeing the city's financial affairs, including property tax billing, audits, and management of the Finance Department. The Finance Director is responsible for safeguarding city assets, ensuring financial accountability, and preparing and monitoring operating budgets and long-term financial plans to improve processes and maintain financial integrity.

**Duties and Responsibilities**

**Financial Management and Oversight:**

* Directs and manages all financial operations within the Finance Department, including budgeting, accounting, investments, and procurement.
* Prepares financial statements, manages budgeting processes, oversees audits, and ensures compliance with regulations and reporting requirements.
* Manages billing, collection activities, and risk management activities, while serving as a liaison for information systems and outside agencies.

**Staff Supervision and Performance Evaluation:**

* Supervises, directs, and evaluates departmental staff, handling concerns, disciplinary actions, and assignments.
* Coordinates daily work activities, provides guidance, training, and professional development opportunities, and sets performance expectations.

**Community Engagement and Support:**

* Represents the department and the city in various capacities, providing presentations to community groups, developers, and other stakeholders.
* Responds to inquiries, complaints, and requests from citizens, the public, and city officials regarding department operations.
* Serves as a treasurer, fiscal agent, and provides support to several organizations, ensuring financial stability and compliance.
* Performs related work as assigned.

**Minimum Education and Experience**

Requires a bachelor’s degree in Business, Finance, Accounting, Public Administration, or closely related field.

Supplemented with six years progressively responsible experience in public or municipal finance or closely related experience. Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

**Required Certifications, Licenses, and/or Skills**

* Must possess and maintain a valid Georgia driver’s license.
* Must pass drug screening and background check.
* Prefer a Certified Public Accountant (CPA) State License and Certified Government Finance Manager (CGFM) Professional Designation.

**Physical Demand**

Sedentary Work – Involves lifting no more than 10 pounds at a time, and occasionally carrying objects weighing up to 5 pounds.

**Work Environment**

The work is performed in an office and may require extended periods of sitting.

**Americans with Disabilities Act Compliance**

The City of Rincon is an Equal Opportunity Employer. ADA requires the City of Rincon to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.