

CITY OF RINCON, GEORGIA

Finance Department

JOB TITLE: Finance Director

SUPERVISOR: City Manager

JOB FUNCTION: The Finance Director plans, develops, and administers accounting, auditing, revenue administration, treasury management, and accounts payable activities for the City. The incumbent formulates and executes broad policies and coordinates activities with other City departments. This position reports directly to the City Manager as established by the City's Charter. General direction and supervision is exercised over specialized operations through professional and technical direct reports. Extensive responsibility is exercised over the development of effective procedures and procedural improvements in the financial system of the City. The Finance Director advises and consults with the City Manager's office and department heads on fiscal problems and prepares, or has prepared, data which is essential to policy and administrative determinations. Work performed is subject only to general direction of the City Manager, and independent judgment is exercised on administrative aspects of the work. This is a position at the level of department head involving responsibility for a number of important administrative assignments including: training and development of subordinates; evaluating the performance of subordinates; and exercising a leadership role for Departmental programs and projects.

DUTIES:

The following duties are typical for this classification. Incumbents may not perform all listed duties and may be required to perform additional or different duties from those set forth below to address business needs and change business practices.

- Prepares monthly financial reports which includes preparing monthly journal entries, assembling, and reviewing cash receipts/deposits, preparing changes relating to budget information, setting up new accounts and reviewing proof lists in relation to the financial reports which are generated by data processing.
- Develops and recommends annual department operating budget; monitors and administers approved budget; assists in development of and advises City Manager on annual operating budget and capital expenditures.
- Leads the pre-audit and post-audit work.
- Leads in preparing the Comprehensive Annual Financial Report (CAFR).
- Reviews payroll and vendor checks and signs check registers on a weekly basis.
- Oversees and maintains inventories for all fixed assets.
- Assists in the recruitment and selection process for vacant positions in the Department of Finance.
- Trains personnel on the financial software system.
- Prepares various special assignments and analyze various accounts as assigned by the City Manager.
- Supervises positions in accounting, payroll, accounts payable and clerical activities.

- Prepare various government reports.
- Supervises and participates in the operations of the Finance Department including accounts payable, payroll, city invoices, fixed assets, general ledger accounting, budgeting, and periodic reporting.
- Oversees annual external audit process; ensures accuracy and efficiency of reporting.
- Conducts research and analysis for the City Manager.
- Manages ad hoc requests from other City employees, citizens, and elected officials.
- Manages direct reports; provides guidance and feedback, recommends promotion, demotion, and termination as needed.
- Designs and implements policies and procedures to make Finance run more efficiently and smoothly.
- Performs all related work as assigned.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Necessary Knowledge, Skills, and Abilities:

- Thorough knowledge of principles and practices of municipal finance administration, accounting, and budgeting.
- Knowledge of the functions, structures, and operating routines of municipal government.
- Knowledge of laws and ordinances relating to handling and accounting for municipal funds.
- Knowledge of data processing applications in a municipal government setting.
- Ability to organize, assign, supervise and evaluate activities of personnel in purchasing, billing, payables, payroll, and finance activities.
- Ability to present ideas effectively, orally and in writing.

MINIMUM QUALIFICATIONS

Requires a Bachelor's Degree in Finance, Accounting, or Business; or a Master's Degree in Business Administration, Accounting, Public Administration or closely related field.

Requires 5-7 years of progressively responsible experience in public finance to include managerial experience at the department head level or closely related experience.

Additional Desirable Qualifications: Certified Public Accountant (CPA), and/or Certified Government Financial Manager (CGFM), and/or Master's degree in Accounting, Business Administration, Public Administration or closely related field.

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, which may involve some lifting, carrying, pushing, and pulling of objects and materials of moderate weight (up to 25 pounds).

Rincon, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective and current employees to discuss accommodations with the employer.