



Job Vacancy

Class Title:	Assistant Finance Director
Salary:	\$ 68,951.36 - \$103,427.04

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

The Assistant Finance Director is responsible for assisting the Finance Director in managing the city's financial planning, budgeting, accounting, and fiscal policies to ensure transparency, efficiency, and long-term financial stability.

ESSENTIAL FUNCTIONS

Supervise and assist with daily operations of the finance department, including cash management, general ledger maintenance, payroll, accounts payable, accounts receivable, fixed assets, property taxes, utility billing, and bid invitations/requests for proposals.

Assist in the preparation of the annual budget. Participate in budget planning meetings with all departments and budget workshops with the Mayor and Council.

Monitor revenues and expenditures. Prepare budget amendments as needed.

Perform monthly reconciliations and investigate discrepancies for balance sheet and income statement accounts. Develop and implement corrective actions as needed.

Prepare schedules and workpapers for the external audit and assist auditors with financial reports, statements, and documents for the completion of the annual audit.

Review invoices, general ledger reports, journals, check registers, budget reports, journal entries and other transactions to ensure accuracy.

Establish, document, and monitor internal controls procedures.

Supervise and assist with grant accounting, including preparation and submission of financial reports.

Maintain fixed asset records and ensure reconciliation with the general ledger. Update annual depreciation.

Assist in the preparation of financial statements, notes, statistical tables, and other documents for the Annual Comprehensive Financial Report (ACFR).

ASSISTANT FINANCE DIRECTOR

Coordinate and review bank reconciliations for all bank accounts. Make necessary journal entries.

Respond to request for information from other departments, officials, or external parties.

Prepare and analyze financial statements, forecasts, entries, and reports, as necessary.

Maintain a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, and practices relating to government accounting and financial reporting. Ensure compliance with these laws, regulations, principles, and practices.

Complete and submit various monthly, quarterly, and annual reports.

Serve as the Finance Director in the absence of Director.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in finance, accounting, public or business administration, or related field, supplemented by five (5) years of progressively responsible experience in finance or accounting in a municipal setting to include two (2) years of lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

SKILLS AND ABILITIES

Ability to perform complex financial, statistical, budgetary, and cost analyses.

Proficiency in Microsoft Office applications and accounting software.

Strong analytical and communication skills.

Ability to work independently and under the pressure of rigid deadlines.

Conscientious and detail oriented.

Ability to prepare clear and concise reports and maintain accurate records.

Excellent management and supervisory skills.

Comprehensive understanding of the procedures and regulations involved in how local governments operate and process financial activities.

PHYSICAL DEMANDS

Tasks require the ability to exert light physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks involve extended periods of time at a keyboard or workstation.

ASSISTANT FINANCE DIRECTOR

WORK ENVIRONMENT

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, unsafe structures, heights, confined spaces, or rude/irate customers.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

How to apply:

Complete/submit an application on the City of Austell's website (<https://austellga.gov/>) or click the link below.

[Application for Employment](#)