



## Job Vacancy

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Class Title:	Finance Director
Salary:	\$ 78,569.59 - \$117,854.39

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*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 City Finance Director is responsible for overseeing the financial operations of the municipality. This key leadership position manages the city's financial planning, budgeting, accounting, and fiscal policies to ensure transparency, efficiency, and long-term financial stability.

### ESSENTIAL FUNCTIONS

Advise city leadership and elected officials on financial planning, investments, and economic trends.

Ensure compliance with local, state, and federal financial regulations.

Develops and administers budget for the city in conjunction with the departments: forecasts funding needs for staffing, equipment, materials, and supplies; coordinates budget development with department directors; monitors expenditures to ensure compliance with approved budget; prepares and submits financial reports and documentation.

Directs the preparation, publication and distribution of the annual budget for the City: develops and monitors revenues and expenditures; monitors and maintains debt service requirements; prepares the preliminary budget with proposed alternatives; participates in long- and short-range financial planning, including forecasting all revenues, capital requirements and cash flow management for all funds; and provides final review and correction to written reports and documents included in annual budget.

Manages accounting operations: ensures maintenance of accounting records and documentation; ensures set of controls and budgets to mitigate risk; oversees accounts payable and accounts receivable operations, such as control systems, transaction-processing operations, payroll processing, bank reconciliations, debt payments, and adherence with policies and procedures; maintains chart of accounts; provides financial analyses; coordinates provision of information to external auditors; and monitors debt levels and compliance with debt covenants.

## **FINANCE DIRECTOR**

Prepares all necessary reports to meet legal requirements and assists in making financial decisions: submits all mandated reports to local, state and federal regulatory agencies or others as required; compiles and/or tracks various administrative and/or statistical data pertaining to financial matters; prepares, reviews, and/or analyzes a variety of financial documents; makes applicable calculations; and prepares or generates reports; maintains records.

Oversees the production of Comprehensive Annual Financial Report in accordance with governmental accounting standards; presents reports to external auditor for attestation as required by state law; compiles and evaluates information from the City's financial system, data from other areas, departments, and other legal entities to incorporate into City financial statements; and determines appropriate internal controls to ensure accuracy of financial transactions.

Develops, plans, and implements long- and short-term strategic plans, goals, and objectives for the department: evaluates performance and effectiveness of current financial services, programs, and systems in relation to growing needs of the City; and identifies and implements needed changes, modifications and/or enhancements.

Supervise and develop finance department staff.

Develops, recommends, and implements policies and procedures for the department: reviews efficiency and effectiveness of financial operations, methods, processes, and procedures; designs and implements new and revised policies and/or processes; and ensures department activities comply with established policies and standards.

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 professional level financial accounting and reporting, treasury management, economic development and/or financial audits, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Master's degree preferred.

### **LICENSES AND CERTIFICATIONS**

Certified Public Accountant (CPA), Certified Government Finance Officer, or similar financial certifications preferred.

## FINANCE DIRECTOR

### SKILLS AND ABILITIES

Ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.

Ability to utilize a wide variety of references, descriptive, advisory and/or design data and information.

Strong analytical, leadership, and communication skills; proficiency in financial software and municipal finance principles.

Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and confidential information.

### 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.

### 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.

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*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](#)