

JOB TITLE: Finance Director

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DEPARTMENT: Finance, City of Toccoa

JOB SUMMARY: This position is responsible for the overall administration of financial activities for all city departments.

MAJOR DUTIES:

- o Serves as chief finance and budget officer for the city; advises department heads, elected officials, and City Manager regarding financial matters.
- o Oversees the operations of the city accounting system and the development, implementation, and review of accounting procedures.
- o Oversees the city financial reporting system and prepares financial reports and other specialized reports as requested.
- o Balances general ledger with subsidiaries; maintains detail backup for all balance sheet activities.
- o Supervises the preparation of the city payroll and payroll related activities.
- o Maintains fixed asset schedule and sees that appropriate insurance is in place to cover all assets; serves as liaison between city and insurance company.
- o Analyzes cash balances, revenues, and expenditures; prepares revenue forecasts for budget and management decisions.
- o Monitors expenditure levels of all city departments for compliance with budgetary and management objectives; prepares budget revisions as needed.
- o Oversees the operations of the city internal auditing system.
- o Reports on local government finances to Department of Community Affairs, Georgia Department of Revenue, and North Carolina Utilities Commission.
- o Supervises internal audit process; assists with daily accounting transactions.
- o Supervises Finance Department personnel; assigns and reviews work.
- o Implements procedures and reports for annual property tax billing.
- o Performs bank statement reconciliations for all accounts.

- o Develops the annual departmental operating budget and monitors expenditures under the current budget.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of public finance, budgeting, and accounting.
- o Knowledge of the principles and practices of public administration.
- o Knowledge of the principles and practices of computerized financial information management.
- o Knowledge of economic trend forecasting and analysis techniques.
- o Knowledge of special requirements pertaining to accounting and investment of government funds.
- o Knowledge of government auditing procedures.
- o Knowledge of relevant federal and state laws, city ordinances, and department policies and procedures.
- o Skill in utilizing financial computer software programs.
- o Skill in management and supervision.
- o Skill in operating office equipment such as a calculator and facsimile machine.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The City Manager assigns work in terms of department and city-wide goals and objectives. The employee works independently in organizing work to reach goals and meet deadlines. The work is reviewed through conferences, reports, audits, and observation of financial management activities.

GUIDELINES: Guidelines include Generally Accepted Accounting Principles (GAAP), Government Accounting and Auditing Standards and Procedures, relevant federal and state laws and city ordinances, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops financial management guidelines.

COMPLEXITY: The work consists of varied administrative and technical duties. The number of guidelines to be followed contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage the financial operations of the city. Successful performance helps ensure the effective and efficient processing of all government financial transactions, the accurate reporting of the government financial condition, and the sound financial position of the city government.

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, elected officials, department heads, bankers, attorneys, external auditors, representatives of federal, state, and local agencies and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, motivate individuals, and negotiate or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table. The employee must occasionally lift light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Chief Accountant (1), Customer Service Manager (1), Accountant/Accounts Payable Technician (1), Payroll/Purchasing Technician (1), Utility Billing Technician (1), and Customer Service Representative (4).

MINIMUM REQUIREMENTS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Ability to be bonded.