

Finance Director

City of Monticello

Job Status: Full-Time

Salary: \$45,000 - \$52,000 (DOQ)

Posting Date: November 24, 2020

Closing Date: Until Filled

Job Summary:

The City of Monticello is currently seeking a Finance Director. This position reports to the City Manager. The Finance Director is responsible for the core financial functions of the City including overall financial management and reporting, budgeting, payroll, account payables, utility billing, and financial record keeping. The Finance Director will manage department operations and supervise staff. Knowledge of the principals and practices of governmental accounting preferred. Monticello is a full-service city with gas, electricity, water, and sewer.

Responsibilities:

- Reviews the general ledger system for proper entries and compliance with state and federal regulations; prepares necessary reports.
- Establish and update City's financial policies and procedures.
- Coordinate preparation of the annual audit with the City's external auditors.
- Develops and recommends annual department operating budget.
- Coordinate with the City Manager on the preparation of the operating and capital budget.
- Prepares and reviews monthly and quarterly financial reports.
- Monitors the City's cash and investments to maximize returns within the established financial guidelines for the City.
- Establish and maintain fixed assets records.
- Coordinate with Human Resources on property and liability insurance.
- Maintains knowledge of local and state laws, regulations, and policies for financial reporting and to mitigate risk in financial reporting.
- Attends Department and City Council Meetings.
- Recommend and implement changes and updates to the financial reporting system.
- Research financing options for the City and makes recommendations to the City Manager.
- Conducts annual performance appraisals and train staff.
- Other duties may be required or assigned.

Minimum Qualifications:

- Bachelor's Degree in Accounting, Finance, or Business Administration
- 5+ years of local government finance work experience
- Completion and/or the ability to obtain Local Finance Officer Level 1 certification
- Strong communication, presentation, and organizational skills
- Comprehensive computer skills
- Valid Georgia's driver's license
- Acceptable Motor Vehicle Report (3 years)

Preferred Qualifications:

- Master's Degree in Accounting, Finance, or Business Administration
- 8+ years of local government finance work experience
- 5+ years of supervisory experience
- Strong understanding of General Accepted Accounting Principles

The successful candidate must complete a Background/Reference Check and Pre-Employment Drug Screening prior to the start of employment.

Qualified candidates are encouraged to apply by December 24, 2020. Applications can be obtained in person at 123 W. Washington Street, Monticello, GA 31064 or on the City of Monticello website, www.monticelloga.org.

Application, cover letter and resume may be mailed to City of Monticello, Attention: City Manager, Post Office Box 269, Monticello, GA 31064, hand delivered to City Hall located at 123 W. Washington Street, Monticello, GA 31064, or emailed to aredding@monticelloga.org.

The City of Monticello is an Equal Opportunity, Equal Access/Affirmative Action Employer.