



JOB DESCRIPTION

General Description

The purpose of this classification is to perform managerial, administrative and professional work as the City's Finance Director. This is a senior level position that has broad responsibilities for directing the financial affairs of the City of Americus, GA. These responsibilities include: overseeing property tax billing, business & alcohol license audits, managing both the Finance, and Utility Billing Departments, safeguarding of City assets, ensuring accountability of financial records and reliability of financial information reported by the City, and preparation and monitoring of the City's operating budgets and long-term financial plans. These activities are essential for the proper safeguarding of assets, maintaining the integrity of financial information, and improving processes.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Directs the operations of all divisions within the Finance Department including establishing goals and objectives, advice and direction, and assistance with problem solving; evaluates staff, handles concerns and disciplinary actions and direct assignments.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Plans, directs and administers all of the City's financial operations which include budgeting, accounting, investments, grant administration, procurement, and financial reporting; formulates Department policies and procedures; develops department goals and objectives; establishes work plans and maintains all financial and accounting systems for the City.
- Directs department operations and reviews the activities; ensures that all activities comply with policies, procedures, accepted accounting practices, standards and related regulations; assesses effectiveness and implements changes as needed.
- Prepares various financial statements and informational schedules for Annual Audit, including yearend adjusting entries, accruals and other special supplemental information; prepares "Management, Discussion, and Analysis: Statistical Information, and Transmittal Letter for the Comprehensive Annual Financial Statement Report.
- Calculates the Millage Rate for the City and the Central Business Improvement District; prepares a mid-year analysis; reviews the digest and detailed calculations.
- Performs a variety of general accounting/bookkeeping functions, such as analyzing financial data, forecasting financial revenues/expenditures, preparing journal entries, balancing

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accounts/ledgers, balancing/reconciling reports, calculating data, researching financial discrepancies, correcting data errors, keying financial data, generating reports, or maintaining financial records.

- Monitors, directs and approves revenue activity for all funds; establishes and closes all funds and bank accounts and administers grant funds. Oversees all expenditure activity in both accounts payable and payroll. Polices disbursement activities to ensure compliance with the City's Purchasing policy. Maintains capital asset records and handles the sale of surplus assets.
- Directs the investments of the City; serves as advisor to the City Manager (CM) regarding all financial, insurance, investment and debt management issues; prepares analyses, presentations, updates and recommendations to the CM as requested; reconciles the general ledger and prepares and/or approves all journal entries.
- Manages the City budgeting process; researches, prepares and works with CM in developing budget proposals; compiles, and reviews budget worksheets and requested budget data; researches, calculates a variety of budget projections for the development of the annual budget, including: employee benefit costs, insurance and audit expenses, projected revenues for each fund, rates for enterprise funds, and principal and interest debt service requirements, and component units, etc.; prepares, and manages adopted budget. Coordinates outside agency/entity request, payments, contracts, and budgets. Hotel Motel management and distribution of appropriate percentages. Analyzes budget expenditures and prepares budget reports; monitors potential budget problems for City Manager and provides assistance in financial matters; provides interpretations, explanations, presentations, and advice to City Manager regarding fiscal matters.
- Oversees preparation of accounting reports and financial analyses for City funds and/or departments; prepares and/or reviews a wide range of financial reports, to include monthly financial reports; comprehensive Annual Financial Reports federal and State Tax forms and reports, probation company activity, etc.; ensures completion of all required financial/regulatory reports and timely submission of reports to appropriate agencies/individuals; presents financial reports, budget amendments, and financial information to the CM; and distributes to appropriate City and state officials.
- Prepares year-end adjusting journal entries to close books prior to the annual audit; plans and directs internal audit procedures; prepares for and coordinates the annual external audit; distributes, compiles, and completes all audit schedules; resolves any audit questions; and implements corrective action in response to internal and/or external audit issues.
- Coordinates all tax, utility, business & alcohol license billing and auditing and collection activities produces rate schedules; coordinates with online utility exchange, generates bills oversees the collection and posting of payments; and directs collection activities for delinquent accounts. Manages the storm water utility billing. Ensures the integrity of the radio read server and the transmissions from meters.
- Gathers, manipulates, and disseminates data to other department heads for the establishing

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and maintaining of programs such as FOG, Cross Connection, Urban Redevelopment, and Hydraulic Model. Manages over 100 loans (and growing) for the sale of gas appliances through the MGAG Main St program. Serves as the central gathering and reporting point for SAVE and E-Verify systems.

- Serves as the information systems liaison to our outside service provider. Assists in planning upgrades, downtime, and troubleshooting system issues. Helps assess future needs and assists in the five-year capital plan.
- Prepares various financial analyses for the purpose of securing loans, revenue bonds, and grants. Prepares reports to account for the expenditures of such monies and reports to Mayor and Council and outside agencies as necessary.
- Financial management of projects related to SPLOST and TSPLOST.
- Ensure reporting requirements to DCA, EMMA, S&P and other outside agencies on the financial condition of the City.
- Oversees the upgrades and coordination of all Radio Read Cell Towers and census billing and software issues needs
- Maintains continued financial compliances and monitoring of updates to GAAP, FASB, and GASB updates, pronouncements, and processes as well as reporting requirements.
- Serves as CSI and Time Clock Plus support for users in all departments.
- Provides GIS with Storm Water, Meter, and City owned land property layers.
- Serves as Treasurer for the Americus Theater and Cultural Center Authority and advises the Authority on City resources and general financial issues. Prepares the Tourism Council annual tax return form 990.
- Serves as the Fiscal Agent for several organizations including the Land Bank Authority and Family Connections.
- Manages the city's risk management activities ensures all property and liability insurance is up to date;
- Responds to inquiries, complaints and requests from the citizens, the general public, and City officials regarding department operations.
- Performs other related duties as required.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in Business, Finance, Accounting, Public Administration or closely related field; Requires six years progressively responsible experience in public or municipal finance or closely related experience. Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

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Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

Prefer a Certified Public Accountant (CPA) State License and Certified Government Finance Manager (CGFM) Professional Designation.

Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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