

# **Job Description**

## **City of Oakwood, Georgia**

**JOB TITLE:** Finance Director

**DEPARTMENT:** General Government – City Hall

**JOB SUMMARY:** This position is responsible for managing all financial aspects of the City of Oakwood, including maintaining financial records, preparing and filing reports on a timely basis, and meeting federal and state regulations, as well as IRS regulations and guidelines.

### **ESSENTIAL DUTIES:**

- Administers daily operations of financial accounting including processing cash receipts, accounts payables/receivables, bank reconciliation, bank deposits, and posting of funds.
- Plans long-range financial goals, objectives, and directions for the City.
- Develops, installs, and maintains budgeting systems which provide control of and tracking of revenues and expenditures.
- Works with the City Manager in developing the City's annual operating and capital budgets.
- Ensures compliance with all federal, state, and local laws in regards to the Cities financial business; informs the City Manager of any *material* irregularities or financial problems.
- Invest and monitors various funds.
- Advises the City Manager on matters concerning the conditions of appropriations, the extent of expenditures, and financial matters.
- Manages the city's chart of accounts for all municipal financial transactions.
- Maintains capital/fixed assets listing.
- Maintains and monitors the cash flow system.
- Reconciles contract-related invoices for accuracy and obtains appropriate approvals for invoices.
- Prepares and processes semi-monthly payroll and payment of withholding taxes.
- Prepares monthly, quarterly, and year-end payroll forms.
- Compiles financial statements for the City Manager and Department Heads; provides monthly budget review reports to all Department Heads to monitor compliance with budget.
- Prepares financial statements, operation and capital budgets, and financial forecasts for council and management.
- Assists external auditors by providing needed data and by responding to inquiries in the course of or at completion of the audit.

- Attends all required meetings.
- Performs other related duties as assigned by the City Manager.

#### **OTHER DUTIES**

- Human Resources Officer
- Risk Management Coordinator
- IT Support Coordination

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of the principles and practices of finance, budgeting and accounting, particularly as applied in public organizations
- Knowledge of relevant federal and state laws, city ordinances, departmental policies and procedures, and city procedures.
- Knowledge of governmental accounting and budgeting practices, and knowledge of applicable laws and regulations.
- Knowledge of computer based financial systems, administrative and managerial processes, and purchasing.
- Knowledge of the principles and techniques of purchasing.
- Knowledge of the city charter, ordinances, codes, policies, and procedures.
- Knowledge of Microsoft Excel and Outlook.
- Skill in maintaining accurate records and preparing reports.
- Skill in decision making.
- Skill in performing mathematical calculations.
- Skill in utilizing a computer, calculator, typewriter, facsimile machine, and copier.
- Skill in written and oral communications.
- Ability to plan, organize, and maintain a comprehensive program of financial services.

#### **SUPERVISORY CONTROLS:**

The City Manager and/or Assistant City Manager assign work in terms of departmental goals and objectives. The work is reviewed through conference, reports, and observation of department operations.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY:**

None.

#### **GUIDELINES:**

Guidelines include Local Government Uniform Chart of Accounts and Reporting Act, City of Oakwood Personnel Policy, IRS Publication 15 – Circular E Employer’s Tax Guide, Purchasing Policy and Procedures, Governmental Accounting Standards Board (GASB), Municipal Code, and city ordinances. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

**COMPLEXITY:**

The work consists of varied financial management and administrative duties in the interpretation and application of financial and human resources policies and regulations. Unpredictability of daily issues and strict deadlines contribute to the complexity of the position.

**SCOPE AND EFFECT:**

The purpose of this position is to conduct research, oversee, and develop recommendations regarding finance and human resource activities for the city.

**PERSONAL CONTACTS:**

Contacts are typically with the City Manager, Assistant City Manager, co-workers, vendors, auditors, local and state elected officials, and the general public.

**PURPOSE OF CONTACTS:**

Contacts are typically to give and exchange information, resolve problems, provide services, and justify, defend, negotiate or settle matters.

**WORK ENVIRONMENT:**

The work is typically performed in an office.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office equipment, such as a typewriter, computer, printer, facsimile machine, copy machine, telephone, transcriber, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:**

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to

speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absences of supervision; to acquire knowledge of topics related to primary occupation.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions.

**NUMERICAL APTITUDE:**

Requires the ability to utilize mathematical formulas, add and subtract totals, multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand in twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions such as in interpreting assignments and instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear: (Talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

**MINIMUM QUALIFICATIONS:**

- Bachelor’s Degree from a four-year college or university in Public Administration, Business Administration, Accounting or related field;

- Five (5) or more years of related experience, or any combination of education, training and experience which provide the required knowledge, skills, and abilities to perform the essential functions of the job.
- Proven skills in the development and implementation of finance and accounting policies, procedures and systems.
- Good knowledge of fund accounting, including reporting requirements of major Government.
- Working knowledge of GASB Rules.
- Proven leadership and management skills with demonstrated integrity, flexibility and initiative.

**SALARY RANGE:** Pay Grade 22/ Step is DOQ