

Job: Finance Director

Department: Finance

Grade: Grade 31 \$80,966 - \$122,468

Hours: Day (occasional overtime)

Job Summary:

Finance Director manages municipal accounting, legal recoding and reporting, revenue functions and purchasing. Maintenance of the books and records of the City Council and operating charge of central financial affairs. Under general supervision of the Mayor, performs administrative duties in receiving, accounting for, depositing and investing City funds and custody of City cash and investments. The work of this position is directed by the Mayor and City Council and is performed under the general supervision of the Mayor.

Primary Responsibilities:

- Maintains the central accounting system; general and subsidiary ledgers; maintain records of claims against the City, submit proper claims and demands against the City to the City Council for approval; issue and sign checks as required.
- Prepare financial statements and reports on City financial affairs to administrative officials, the City Council and the general public; direct the preparation of revenue, expenditure, debt, cost and other statements; responsible for all City funds both as collectibles and expenditures.
- Maintain receipts and revenue records; prepare records, reports and fiscal summaries as requested by the Mayor and/or City Council. Prepares the City's annual operating budget in cooperation with the Mayor reviews budget comparisons and prepares budget amendments for approval by the City Council.
- Responsible for assisting in the budgeting, accounting, and forecasting of major City revenues; debt issuance and administration, including legal compliance; overseeing and maintaining City banking relationships; reconciles bank statements, oversees the City's accounts receivable and payable.
- Prepares and files City financial documents and reports with State and Federal agencies as required by law.
- Attends staff and City Council meetings as required.
- Plans, coordinates and organizes financial audits and serves as liaison with external auditors; files audit with appropriate agencies as required by law.
- Prepares reports, financial statements and other correspondence related to departmental activities, direction and accomplishments.
- Perform other job duties as assigned

Requirements:

Must have a degree from an accredited four-year college or university in accounting, finance, or business administration, or a closely related field supplemented by five (5) years of progressively responsible work experience in a related field; Certified Public Accountant preferred or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.

- Extensive knowledge of the principals and practices of governmental accounting, budgeting, and purchasing.
- Must have excellent written and verbal communication skills to work effectively with department officials, other City employees, boards and the general public.
- Knowledge of City ordinances, policies and procedures;
- Ability to develop and support the administration of a municipal operating budget;
- Ability to manage a city-wide computerized accounting system;
- Ability to organize data and compile clear, concise reports;
- Extensive knowledge of municipal finance, budget administration and governmental accounting standards;

Job Posting: 11/16/2016 – 11/30/2016

City Employees interested in this position should contact Tammy Walker at 256-329-6782.

Seniority alone will not be the determining factor. Probationary Employees are not eligible to apply. Applicants must meet all requirements. External applicants can come to City Hall to fill out an application or email resume to tammy.walker@alexandercityal.gov

The City of Alexander City is an Equal Opportunity Employer