

City of Morrow

Job Description

JOB TITLE: Director of Administrative Services/Finance Officer

STATUS/GRADE: Exempt / 46

DEPARTMENT: Finance

JOB SUMMARY: *This position is responsible for the core financial functions and overall administration of the finance department for the City of Morrow. This includes financial management, accounting, reporting, budgeting, payroll, procurement, internal auditing, benefit payments, and financial record keeping. This position manages all financial activities for the City of Morrow and is directly supervised by the City Manager.*

MAJOR/ESSENTIAL DUTIES:

- *Plans, directs, and supervises City employees in the financial/accounting, human resources and grant groups.*
- *Schedules, assigns, inspects, and evaluates work; instructs and trains in correct methods and procedures; monitors work on a daily basis.*
- *Directs the methods and procedures for all financial accounts, designates financial accounting records as may be deemed necessary with the authority to make changes in implementation and maintenance.*
- *Maintains the accounting, computer and budgetary systems which provide control of expenditures within all applicable guidelines, rules, regulations, legal constraints and budgetary controls.*
- *Directs and participates with independent auditors in the annual audit of City financial transactions.*
- *Creates and monitors long range goals, objectives, organizational structure and overall financial direction of City departments.*
- *Provides direction and assistance to department staff and departments in the preparation and presentation of the City's annual budget, financial audit reports, revenue administration and treasury management, implementation of auditor recommendations, and development of City wide policies and procedures.*
- *Provides technical advice, counsel and direction to the City Manager and department heads as necessary to ensure effective administration and implementation of City approved policies, plans, procedures and systems; files various financial Federal and State reports.*

- *Prepares and reviews monthly, quarterly and annual balance sheets, and schedule of revenue and expenditures; presents report to the City Manager, Mayor and Council.*
- *Researches financing options for the City and makes recommendations to the City Manager, Mayor and City Council.*
- *Invests municipal funds and closely monitors to maximize return within prudent guidelines for the City.*
- *Reviews the general ledger system for proper entries and compliance with State and Federal regulations; prepares necessary reports.*
- *Develops and recommends annual department operating budget; monitors and administer approved budget; assists in development of and advises Mayor, City Council and City Manager on annual operating budget and capital expenditures.*
- *Approves invoices for payment.*
- *Trains staff on changes in regulations, information systems and general accounting principles as related to each function within the Finance Department, as needed.*
- *Implements and installs all changes to the financial reporting system, as required.*
- *Represents the City at various functions including community functions and business meetings with other organizations.*
- *Works with the public regarding City finances and collections; explains and enforces City policies and procedures regarding finances.*
- *Manages payroll for the City in accordance to standard payroll policies and practices.*
- *Contributes to the paperwork required for Human Resource Administration.*
- *Performs other related duties as assigned, necessary or required.*

KNOWLEDGE/SKILLS REQUIRED BY THE POSITION:

- *Public accounting, utility accounting, fixed assets accounting, finance, budgeting and auditing principles, procedures and techniques.*
- *Principles and practices of public financial administration, including budget preparation.*
- *Statistical methods, techniques and financial report preparation.*
- *Computerized financial system design and analysis*
- *Principles and practices of fund investing procedures and cash management.*
- *Administrative practices and principles including goal setting, program budget development and implementation.*
- *City ordinances, City investment policies and bond agreement, property tax allocation, Federal and State payroll taxes and laws governing local government.*

- *General office procedure, policies and equipment; and groups.*

SUPERVISORY CONTROLS: *This position is under the direct supervision of the City Manager.*

GUIDELINES: *This position uses the City Personnel Rules & Regulations, Comprehensive Safety & Loss Prevention Control Program, City Charter, Ordinances; Local, State and Federal Laws (including IRS regulations); recognized audit, payroll, human resources, grant and accounting guidelines and regulations as references.*

COMPLEXITY: *This employee is required to learn and understand information from routine to very complex, involving the need for extensive research, decisions considering many different sources, and detailed report writing to complete assignments. Employees in this position must be able to make independent responsible judgments quickly and accurately.*

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

PERSONAL CONTACTS: *Contacts are typically Mayor and Council, co-workers, employees, local, federal and state officials, attorneys, vendor's, business owners, and the general public.*

PURPOSE OF CONTACTS: *Requires the ability to deal with people beyond giving and receiving instructions. This position must be able to listen, instruct, direct, and persuade contacts. They must be adaptable to performing in stressful situations when confronted with contingency and/or non-routine situations.*

PHYSICAL DEMANDS: *This position must be able to work sitting, walking, standing, bending, stooping, pushing, or pulling, for both short and long periods of time. This position must be able to work at a computer, reading and interpreting reports and procedures and be able to talk/listen on the phone or equivalent devices.*

WORK ENVIRONMENT: *The person serving in this position will typically work in an office environment. However, he/she is expected to work on occasion at job sites which will include hazardous (hard-hat) environments, and outdoors including inclement weather situations.*

SUPERVISORY RESPONSIBILITIES: *This position has supervisory responsibilities over employees working in the finance department. Additionally, this position may have supervisory responsibilities all or in part for grant writing and non-confidential human resources activities.*

MINIMUM QUALIFICATIONS:

- *Bachelor's Degree required in Finance, Business Administration, or a closely related field*
- *CPA certification required*
- *Minimum of twelve (12) years of progressively responsible financial management experience, with a minimum of five (5) years in an upper supervisory management position*
- *Valid Georgia driver's license*
- *Acceptable Motor Vehicle Report (3 years)*
- *Equivalent combination of education and experience will be considered*

PREFERRED QUALIFICATIONS:

Master's Degree in Finance, Business Administration