



City of Winder
Job Description: Finance Director
Department: Finance

Rev 7/11

EEO Function:

Pay Grade: 26

EEO Category: Professional

Status: Exempt

Pay Type: Salary

Position Number: 1890

I. Chain of Command/ Reports To

City Administrator

II. Job Summary

Direct, manage, and oversee the activities and operations of the Finance Department including financial reporting, accounting, payroll, budget preparation, treasury function, debt administration, revenue management, court services, and purchasing; advise the City Administrator and Mayor/City Council on financial matters. This position also assists in the preparation of general accounting practices and day-to-day business operations; as well as, other related duties as assigned.

III. Essential Duties and Functions

- Follow and promote Policy & Procedures of the City of Winder.
- Oversees the preparation of financial reports.
- Develop, plan, and implement department goals, objectives, policies, procedures, and priorities.
- Manage and participate in the development and administration of the City budget, Capital
- Improvement budget, and Finance Department budget; direct the monitoring of and approve expenditures; direct the preparing of and implement budgetary adjustments as necessary.
- Develops cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control
- Oversee the annual fiscal year audit and participate in the review of the results of the annual audit with external auditors.
- Coordinate finance activities with those of other departments and outside agencies and organizations.
- Provide administrative assistance to the City Manager and City Council; prepare and present reports to the City Council and various committees and commissions regarding the City financial matters.
- Acts as the City's financial advisor overseeing financial forecasting; investment management, and related financial activities.
- Processes and distributes payments; answers payment inquiries from vendors; follows up on and resolves related problems.
- Reviews completed documentation for accuracy of coding and completeness of information.

- Conducts and provides direction to others in the allocation of costs to projects and capital facilities for the purpose of developing overhead and billing rates.
- Monitor and ensure timely payment of all mandated state and federal payroll taxes, process payments for automatic deposits, deferred compensation, and other benefit plan payments.
- Reviews invoices and supporting documentation for proper authorization and conformance to requirements; pays invoices through the City's financial accounting system.
- Serves as the City's liaison with financial institutes.
- Oversees transfers to cover bond and debt payments.
- Responsible for maintaining time entry for subordinates.
- Supervise, train, and evaluate assigned personnel.
- Performs a wide variety of administrative tasks to include: interviewing, selection, hiring, discipline, employee motivation, performance evaluations, training, and terminations.
- Performs related duties as assigned.

IV. Knowledge, Skills, and Ability:

- Knowledge of Generally Accepted Accounting Principles (GAAP); governmental accounting; budgeting practices.
- Knowledge municipal accounting and auditing including enterprise funds
- Knowledge of accounts payable standards.
- Advance knowledge of Microsoft Word and Excel.
- Ability to prepare and review financial documents.
- Ability to maintain confidentiality
- Ability to present financial documents.
- Ability to operate a computer with working knowledge of analytical spreadsheets, standard financial software
- Ability to supervisor assigned staff.
- Ability to pass drug testing as noted in policy
- Skill in understanding and following oral and/or written instructions
- Skill in establishing and maintaining effective working relationships with City employees and the public.

V. Licenses and Certifications Required

- Possession of, or ability to obtain within six months of appointment membership in GGFOA.
- Certified Local Government Finance Officer Program, Level 1 within two (2) years of appointment.

VI. Qualifications

- Bachelor's Degree in Accounting, Finance, or Business Administration.
- Ten (10) years of accounting, finance, auditing or other related experience, with a minimum of two (2) years of Government experience.

- Three (3) years of supervisory experience in a finance related area. A Master's degree in a related field or CPA certification may substitute for one year of supervisory experience.
- Work evenings, weekends and/or holidays as required.
- Must be able to be bonded and pass a credit check.

VII. Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to stoop, kneel, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 25 pounds.

VIII. Working Conditions:

This position works in an office environment. While performing essential duties of the job, employees work in an environment under constant deadlines, and may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

IX. Supervisory Controls/Responsibility:

Provides direction and guidance to other employees and oversees employees day to day activities.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.