

#### JOB SUMMARY

This position is responsible for assisting ~~the Chief Financial Officer~~ in ~~managing directing~~ the city's financial operations ~~and ensuring compliance with laws and regulations~~.

#### MAJOR DUTIES

1. Facilitates and coordinates the annual audit process including compiling reports, preparing working papers for the external auditors, responding to inquiries, researching information requested by auditors, and serving as a liaison between the auditors and staff. This also includes assistance in preparation of the annual comprehensive financial report (ACFR), coordinating and scheduling, researching, and resolving problems with annual audit.
2. Evaluates, monitors, and strengthens internal accounting controls to protect the City's financial assets and provide accurate, reliable, and consistent financial reports: audits financial documents and transactions; ensures accuracy, compliance with accepted accounting principles and policies, and ensures appropriate coding, posting etc.; identifies discrepancies; and initiates and/or implements corrective actions to resolve discrepancies and correct errors.
3. Assists with the upkeep of the general ledger, funds, and accounting records, identifies discrepancies and needed corrective actions; prepares journal entries and related documentation and enters changes into accounting system; research/ gather information and prepares financial reports; and analyzes financial information and prepares summaries, statistical data, findings and recommendations.
4. Tracks, pays, and records certain payroll deductions and other routine liabilities/expenditures.
5. ~~2-~~ Verifies daily receipts across all city functions; prepares bank deposits and scans checks; posts daily deposits to general ledger.
6. Reviews purchase card transactions monthly; ensures cardholders have allocated charges appropriately and included sufficient explanatory detail.
7. Assists other departments with accounting for grant proceeds, expenditures, and reimbursement requests.
8. Assists other department staff in troubleshooting various issues related to budgeting, purchasing, and accounts payable/receivable.
9. Evaluates processes and proposes improvements for Finance and other departments.
10. Updates existing financial policies and drafts new policies as needed.
11. Provides data and analytical tools to other departments.
12. Verifies accounts payable disbursements and payroll expenditures related to FICA and withholding taxes.
13. Runs quarterly reports to check for discrepancies between general ledger and inventory subsidiary ledger; notifies and assists warehouse staff as needed.
14. Assists the Director in the training, supervision, and evaluation of department staff.
15. Performs all other duties as assigned.

- ~~3. Assists the Director with the annual audit process; compiles data and provides evidence for use by independent auditor.~~
- ~~4. Monitors account balances and records adjusting/correcting journal entries for accuracy and completeness of financial record.~~
- ~~5. Reviews purchase card transactions monthly; ensures cardholders have allocated charges appropriately and included sufficient explanatory detail.~~
- ~~6. Reconciles Community Development Block Grant (CDBG) spending with Cobb County and provides updates monthly.~~
- ~~7. Assists other department staff in troubleshooting various issues related to budgeting, purchasing, and accounts payable/receivable.~~
- ~~8. Evaluates processes and proposes improvements for Finance and other departments.~~
- ~~9. Provides data and analytical tools to other departments.~~
- ~~10. Verifies accounts payable disbursements and payroll expenditures related to FICA and withholding taxes.~~
- ~~11. Updates dashboard for publication to website and monthly budget reporting.~~
- ~~12. Runs quarterly reports to check for discrepancies between general ledger and inventory subsidiary ledger; notifies and assists warehouse staff as needed.~~
- ~~13. Assists the Director in the training, supervision, and evaluation of department staff.~~
- ~~14. Performs all other duties as assigned.~~

#### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of applicable state, federal, and local ordinances, codes, laws, rules, and regulations.
2. Knowledge of administrative principles and practices, including goal setting and implementation.
3. Knowledge of accounting principles related to governmental accounts.
4. Knowledge of financial management principles.
5. Knowledge of budget development and management principles.
6. Knowledge of financial audit principles.
7. Skill in the development and management of budgets.
8. Skill in the preparation of complex financial reports.
9. Skill in the management of personnel.
10. Skill in the management of financial records.
11. Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The ~~Deputy Assistant~~ City Administrator / ~~Chief Financial Officer Finance Director~~ assigns work in terms of department goals and directives. The supervisor reviews work through conferences, reports, and observation of department activities.

#### GUIDELINES

~~Guidelines generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) guidelines, CDBG guidelines, state procurement laws, other state and federal guidelines, city financial policies, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position works within the structure of various legal requirements and guidelines. These include but are not limited to federal and state laws, city policies and procedures, intergovernmental agreements, grant obligations, bond covenants, and generally accepted accounting principles (GAAP) as prescribed by the~~

Governmental Accounting Standards Board (GASB). Their application may require interpretation and professional judgment.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of various ~~management,~~ accounting, and supervisory duties. Changing priorities and the variety of duties to be performed contributes to the complexity of the position.
- The purpose of this position is to assist in directing the city's financial operations. Success in this position helps to ensure the city's fiscal viability and contributes to the efficiency and effectiveness of city operations.

#### CONTACTS

- Contacts are typically with elected and appointed officials, co-workers, other city personnel, representatives of state and federal agencies, bankers, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to motivate persons, to justify or settle matters, or to resolve problems.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk.
- The work is typically performed in an office.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- ~~Masters' degree in a course of study related to the occupational field required.~~
- Bachelor's degree in finance, accounting or a related field; supplemented by five years of progressively responsible accounting experience in a government organization; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

~~More than three years of related experience required.~~

- Preferred Licensure as a Certified Public Accountant (CPA) from the Georgia State Board of Accountancy or the ability to acquire licensure within a sufficient time frame.