

# City Clerk/Finance Director

## Position Announcement

### JOB SUMMARY

This is a highly responsible administrative and supervisory position that includes the maintenance of records and documents for the City Council, management of all City funds, and maintenance of a City-wide computer system. This individual is responsible for, including but not limited to, the following: comprehensive annual financial report; revenue collections and billings for the general fund, sanitation, water, and hotel/motel taxes; accounts payable; payroll; issuance of business and alcohol licenses; determining tax millage rate based on tax digest and revenue requirements; and property tax billing and collections.

Responsibilities also include keeping and maintaining minutes of proceedings of the Mayor and Council; custodian of all official documents for the City; attests all City documents and is keeper of the City Seal. This position provides support for the City Manager, Mayor, and City Council.

### ADMINISTRATIVE DUTIES

- Processes Accounts payable and purchase orders.
- Supervises the work of employees engaged in receiving, disbursing, and accounting for municipal funds.
- Keeps the City Manager advised of financial conditions of the City, submits monthly statements of receipts, disbursements, and City's financial standing to the City Manager.
- Assists the City Manager in preparing and submitting a proposed budget to the City Council.
- Assists in payroll tax reporting for all departments.
- Maintains and reconciles city bank accounts.
- Bills, collects and distributes property taxes for the City School System.
- Assists other department heads in budget preparations and assists with general budgeting concerns.
- Assists auditors with annual audit.
- Assists administrators and contractors during the City's grant related projects.
- Attends regular and called Council meetings, council workshops and council committee meetings.
- Prepares monthly reports for meetings; organizes and maintains records of minutes, ordinances, and resolutions.
- Properly maintain public records and provide responses to open records requests.
- Collect and manage documents related to ethics filings for political candidates including campaign contribution reports and financial disclosure reports.
- Answers telephones and greets visitors; provides information and assistance.
- Performs related duties.

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of record management principles.
- Advanced knowledge of public accounting, finance, budget development, and auditing and management principles.
- Knowledge of modern office principles and practices.
- Knowledge of generally accepted accounting principles.
- Knowledge of computers and job related software programs.
- Knowledge of municipal, state and federal laws, policies, codes, and regulations.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in preparing and administering budgets.
- Skill in oral and written communication concerning the City's finances to individuals or groups.
- Considerable knowledge of municipal financial management including investment of funds, accounting, payroll and billing practices and financial record keeping.
- Considerable ability to perform mathematical calculations and maintain accurate and complete records and files.

- Considerable ability to communicate effectively both orally and in writing with city staff, state and county officials, elected officials and the public.
- Considerable ability at self-supervision to prioritize work, research and solve problems.
- Considerable ability to prepare a variety of financial reports and to prepare and oversee administration of the city budget.
- Considerable ability to read, write, and understand English.
- Ability to represent the city in a professional, courteous, and efficient manner.
- Skill in operating office equipment, including operation of an automated accounting system with speed and accuracy.
- Considerable ability to account for and handle money.
- Ability to compose correspondence, minutes, reports and other written materials.
- Ability to prioritize city needs and to coordinate operations and services.
- Ability to supervise city personnel.
- Ability to handle public contact with friendliness, responsiveness, and tact.
- Must be detail oriented, adaptable, flexible and a quick learner.

### **SUPERVISORY CONTROLS**

The City Manager assigns work duties in very general terms. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results. The Mayor and City Council assign work in the form of broad policy statements.

### **GUIDELINES**

Governmental General Accepted Accounting Principles (GAAP); Governmental Accounting Standards (GAS); state and federal laws and regulations governing municipal financial administration; city and departmental rules and regulations; and city ordinances, policies and procedures. These guidelines are sometimes clear and precise, but may require some interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied administrative and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to provide administrative support for the operations of city government. Success in this position contributes to the efficiency and effectiveness of city operations.

### **CONTACTS**

- Contacts are typically with co-workers, other city employees, elected and appointed officials, vendors, customers, and members of the general public.
- Contacts are typically to: provide services, give or exchange information, resolve problems, or motivate or influence others.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

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

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- This position supervises the following City personnel: Human Resources Director, Administrative Secretary, Water Billing Clerks (2), Tax Clerk, and Accounts Payable Clerk.

### **MINIMUM QUALIFICATIONS/POSITION REQUIREMENTS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field (Public Administration, Finance, and Business Administration) with a Master's Degree preferred.

- Experience sufficient to thoroughly understand the work and to be able to answer questions and resolve problems, usually associated with three to five years of progressively responsible financial management experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Have attended the 15-hour statutory orientation training, or be willing to attend if not completed previously.
- Have an oral interview with the hiring authority or his representative(s) to determine such things as applicant's appearance, background, and ability to communicate.
- Only the most qualified applicants will be contacted for an interview. Applications, resumes, and references are due Friday, October 16, 2020 at 5:00 pm.
- The salary is negotiable and commensurate with experience and qualifications.
- The final candidate will be required to submit to a criminal background check and a pre-employment drug test.

The full version of the position announcement can be viewed under the "How Do I" section of the city's website ([www.vidaliaga.gov](http://www.vidaliaga.gov)) and by clicking on Job Opportunities. Applications can be obtained through the City of Vidalia's website at [www.vidaliaga.gov](http://www.vidaliaga.gov). Please mail your application and resume along with five (5) professional references to the attention of Shikima Johnson, HR Director, City of Vidalia, at 114 Jackson Street, Vidalia, Georgia, 30474. Applications may also be obtained in person at the City of Vidalia Administrative Office at the aforementioned address.

The City of Vidalia is an Equal Opportunity Employer.