

City Clerk/Finance Director for the City of Vidalia

Position Announcement

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.

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.

Minimum Qualifications:

- 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, November 1, 2019 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.

Applications can be obtained through the City of Vidalia's website at 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.