



# City of Moultrie

## Job Announcement

**Position:** Director of Finance

**Department:** Finance

**Starting Salary:** \$95,000

**Date:** September 1, 2022

### POSITION SUMMARY:

The Finance Director oversees the functions of the Finance Department at the City of Moultrie. The incoming Finance Director will learn from and train with the outgoing Finance Director who is retiring after 32 years of exemplary service. This position works under the direct supervision of the City Manager.

### ESSENTIAL DUTIES:

- Responsible for the overall administration and management of the City's financial services department
- Provides fiscal accountability and transparent stewardship of the public funds to the City directly through management, monitoring and coordination of the various components of the City's budget
- Advises City Manager and Council regarding financial matters such as effective use of resources
- Oversees investment such as interest bearing accounts and certificates of deposits
- Prepares monthly and quarterly revenue and expense reports
- Maintains a general accounting system for the City consisting of the General Fund, Combined Utility Funds (Electric, Gas, Water, and Sewer), Solid Waste Fund, Airport Fund, Hotel-Motel Tax Fund, and Internal Service Fund (Business Operations, Meter Reading, IT, and Warehouse)
- Oversees maintenance of financial records for each department; maintains separate accounts for items of appropriation in the budget, including amount of appropriation, amounts paid, unpaid obligations against the account, and the unencumbered balance
- Performs a variety of administrative duties associated with supervising staff, to include hiring, assigning work, providing guidance and direction; evaluating performance and taking disciplinary action as necessary

- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained
- Coordinates audits and works with auditors to verify expenditures
- Other duties as assigned

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree in finance, business, public administration or accounting; supplemented by 6 years of progressively responsible experience planning and managing finance, budget and personnel program resources and operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. A Master's degree and /or CPA, although not required, is preferred. Experience in Municipal Government and INCODE Utility billing software and Edmonds Financial software is strongly desired as well as knowledge and understanding of generally accepted accounting principles (GAAP).

## **APPLICATION PROCESS:**

Please apply online at [www.moultriega.com](http://www.moultriega.com).

You must submit a cover letter, application, resume, and (5) professional references to be considered. For more information on this position or the status, please contact Marci L. Meadows, Director of Human Resources, [marci.meadows@moultriega.com](mailto:marci.meadows@moultriega.com), 229-985-1974 Ext. 1302.

