

**CITY OF RINGGOLD, GEORGIA
JOB DESCRIPTION
FINANCE DEPARTMENT**

JOB TITLE: Finance Director

REPORTS TO: City Manager

JOB SUMMARY:

This is a full-time position performing duties in the Finance Department under the general supervision of the City Manager. This position is responsible for operating and maintaining a budget and accounting system to accurately reflect the financial activities of the City of Ringgold.

SUPERVISION EXERCISED:

The Finance Director supervises and directs the accounting activities of the Accounts Payable Clerk, Payroll Clerk, Court Clerk, Human Resources Clerk, Utility Billing Clerk, and the Cashiers.

EQUIPMENT AND JOB LOCATION:

- This employee must be physically able to operate a variety of office equipment such as: computer, printer, phone, scan and copy machines, mobile or portable radio, automobile.
- While performing the duties of this job the employee is frequently required to walk, sit, talk or hear.
- The employee is frequently required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, and the ability to adjust focus.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee usually works inside and exposure to outside weather conditions is infrequent.
- The noise level in the work environment is usually quiet while in the office.

ESSENTIAL JOB FUNCTIONS:

- Manage financial operations to achieve financial goals within available resources.
- Provide leadership and direction in the development of short and long-range plans.
- Gather, interpret and prepare data for studies, reports and recommendations.
- Coordinate department activities with other departments and agencies as needed.
- Communicate official plans, policies, and procedures to staff and general public.
- Perform cost control activities, monitor revenues and expenditures to assure sound fiscal control, assure effective and efficient use of budgeted funds, materials and time.

- Prepare a variety of financial reports and related information for decision-making purposes, and prepare accounting reports monthly for the City Manager.
- Prepare and post journal entries and adjustments to general ledger system to maintain accurate accounting records on a monthly basis.
- Reconcile bank accounts, payroll clearing accounts and other general ledger accounts to maintain accuracy.
- Prepare required tax filings as needed.
- Supervise the collection of all fees, reconcile daily deposits of credit card payments.
- Coordinate with external auditors, providing all necessary information for their examination, and review financial statement drafts to ensure accuracy.
- Maintain ledgers of Property, Plant and Equipment to ensure that they are accurately reflected in accounting records, and property protected by commercial insurance.
- Attend training classes and professional association meetings to maintain financial skills and knowledge of current financial laws and standards.
- Respond to public inquires about financial information and customer accounts made by telephone, correspondence or during public meetings.
- Other duties as necessary to maintain the work flow of other employees and keep the financial system operating smoothly.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Legal authorization to work within the United States of America
- Bachelor's Degree in Accounting/Finance
- Considerable knowledge of accounting/financial theory, law, policy and administration
- Ability to develop, coordinate, direct, and perform varied financial activities
- Ability to establish and maintain effective working relationships with customers, employees, supervisors, other agencies and the general public
- Ability to communicate effectively in writing and orally
- Proficient in creating working spreadsheets for manipulating financial data
- Must have advanced computer skills with the ability to learn new software
- Must have exceptional organizational skills
- Must be able to report for work on time and to perform the duties of the job for the entire workday
- Must be able to establish and maintain an effective working relationship with other employees and to effectively communicate with the public
- Must have the ability to use good judgment while performing job related tasks

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