

# FINANCE DIRECTOR CITY OF TEMPLE, GA

The City of Temple, located in Carroll County, GA, is seeking qualified candidates for the position of Finance Director. The Finance Director will be responsible for the overall administration of the Finance function for the City of Temple. The Finance Director will coordinate all of the financial activities for the City Administrator and Elected Officials to include interpreting, applying and ensuring compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures and will initiate any action necessary to correct deviations or violations. The Finance Director will provide direction, guidance and oversight to staff, on a daily basis, in the performance of finance tasks and responsibilities. The Director will establish and maintain effective working relationships with all levels of staff, elected officials, auditors, agency representatives and the general public.

**Duties and Responsibilities:** Performs all operational responsibilities of the Finance function in accordance with sound government accounting rules and financial management principles. Assists City Administrator in developing, recommending, updating, and implementing financial policies and procedure. Reviews efficiency and effectiveness of financial operations, methods, processes, and procedures; implements improvements; manages cost control through purchase order process. Prepares, analyzes, distributes, and presents monthly financial reports and executive summaries; attends meetings; analyzes financial data and makes recommendations to assist City management in making financial decisions. Oversees and performs day to day accounting functions including Daily deposits and reconciliations, Accounts Payable, Accounts Receivables, Bank Reconciliations, Budget Reconciliations, and Financial Reports. Assists in developing, implementing, monitoring, and maintaining internal controls to reduce potential of errors; tests audit trails to identify potential errors; coordinates annual audits; prepares annual financial statements; distributes reports. Assists the City Administrator and Department Directors to prepare, publish and distribute the Annual Budget; Assists in developing and monitoring revenues and expenditures; monitors and maintains debt service requirements; participates in short and long range financial planning, including forecasting revenues, capital requirements and cash flow management for all funds as requested. Prepares all necessary reports to meet legal requirements and submits all mandated reports to local, state and federal regulatory agencies or others as required.

**Desirable Qualifications:** Bachelor's degree in Business Administration, Public Administration, Accounting or Finance, or related field; supplemented by three (3) to five (5) years of progressively responsible experience in governmental finance, accounting, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skill and abilities to perform the job. Must have a minimum of three (3) years supervisory experience. Knowledge of governmental accounting practices, especially GASB requirements, and working knowledge of governmental financial accounting software systems. Certifications will be considered.

**Salary:** Based upon qualifications and experience of selected candidate; starting annual salary is expected to be in the range of \$55,000 - \$75,000. The City of Temple also offers employee benefits such as medical, dental, life insurance, disability insurance, paid sick and vacation leave and pension benefit upon qualifying.

Interested Candidates must submit a Cover letter, Resume, 5 job related references and a salary history not later than 5:00pm on Friday, **August 17, 2018** to William Osborne, Temple City Administrator at [Wosborne@templega.us](mailto:Wosborne@templega.us).